DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA 22304-6100

CH 4
DoD 4000.25-2-M

DLMSO

CHANGE NO. 4
DoD 4000.25-2-M

'1 5 APR 1996'

MILITARY STANDARD TRANSACTION REPORTING AND ACCOUNTING PROCEDURES

I. This change to DoD 4000.25-2-M, Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP), is published by direction of the Deputy Under Secretary of Defense (Logistics) under the authority of DoD Directive 4140.1, Materiel Management Policy. Unless otherwise noted, revised text is identified by **bold italic print**.

II. This change includes revisions:

A. Implemented by DLMSO-MM letter, 24 May 1994, subject: MILSTRAP Interim Change 94-1, New Asset Status/Transaction Reporting Codes N and P.

B. Implementing DLMSO-MM letter, 19 April 1994, subject: Removal of Logistics Reassignment Policy Statements from MILSTRAP by removing policy statements from chapter 11, section B.

C. Implementing administrative changes to chapter 1 to acknowledge the Defense Logistics Management System (DLMS), the Supply Process Review Committee, and the moratorium on Defense Logistics Standard System changes. Also updates the section J focal points, provides the new DLMSO address, and updates the DLMSO office symbol.

D. Implementing administrative changes to update the acronyms and abbreviations.

E. Implementing administrative changes to the references to update publication dates and identify cancelled publications.

F. Implementing an administrative change to chapter 8, section A, to delete reference to cancelled publications.

G. Implementing an administrative change to chapter 15, section B, to delete reference to cancelled publications and to reflect the superseding publication.

H. Implementing an administrative change to appendix B8 correcting code 4 to reflect the controlled item inventory code in lieu of the physical security/pilferage code.

I. Implementing an administrative change to correct appendix B9, footnote 1, by changing "DI Codes" to "Codes."

J. Implementing a change authorized by DLMSO-MM letter, 8 May 1995, subject: Change in Routing of Army Unique Item Tracking (UIT) Transactions, to revise the Army routing identifier code in record positions 4-6 of appendices C27, C28, and C32 from B14 to AGT.

K. Implementing an administrative change to correct appendix C55 by adding record positions 48-56 which were missing from the format.

L. Providing improvements to format and style in the front matter. These changes are not identified by bold italic print.

19970123 074

III. In support of the development and implementation of DoD standard systems under the Corporate Information Management initiative, the following approved MILSTRAP change letters (AMCLs) were not implemented in the legacy systems as originally scheduled:

ORIGINAL IMPLEMENTATION DATE	AMCL
1 November 1993	3, 5, 7
1 November 1994	9, 10, 13
1 November 1995	11, 12

Accordingly, these AMCLs were not included in this change. The Joint Logistics Systems Center, Defense Distribution Systems Center, and DLMSO will jointly determine revised implementation dates for AMCLs 3, 5, 7, 9, 10, and 13. There is an ongoing effort to implement AMCL 8A, Revised Physical Inventory Procedures, and it will be published in the next MILSTRAP change.

IV.   Remove old pages listed below and insert revised pages as follows:

Remove Old	Insert New
iii thru x	iii thru xii
xi	xiii
xiii thru xvi	xv thru xix
xvii thru xxi	xxi thru xxiii
xxiii thru xxxi	xxv thru xxxi
1-1 thru 1-17	1-1 thru 1-14
8-1 thru 8-4	8-1 thru 8-3
11-1 thru 11-12	11-1 thru 11-10
15-1 and 15-2	15-1 and 15-2
B8-1 and B8-2	B8-1 and B8-2
B9-1 and B9-2	B9-1 and B9-2
B10-1 thru B10-3	B10-1 and B10-2
C26-1 and C26-2	C26-1 and C26-2
C27-1 and C27-2	C27-1 and C27-2
C28-1	C28-1
C32-1 and C32-2	C32-1 and C32-2
C55-1 and C55-2	C55-1 and C55-2

V.   File this change sheet in front of the publication, after making the changes, for reference purposes.

BY ORDER OF THE DIRECTOR

RAUL A. MARTINEZ
DASC Administrator

DISTRIBUTION
41

TABLE OF CONTENTS

CHAPTER 1.   GENERAL INFORMATION

CHAPTER 2.   MILSTRAP FEATURES

PAGE

CHAPTER 3.   ISSUE, BACKORDER, DEMAND, LOAN, AND SMCA FREEZE/ UNFREEZE TRANSACTIONS

CHAPTER 4.   RECEIPT AND DUE-IN TRANSACTION

CHAPTER 5. ADJUSTMENT TRANSACTION

CHAPTER 6. RESERVED

CHAPTER 7. PHYSICAL INVENTORY CONTROL

CHAPTER 12. SMALL ARMS SERIAL NUMBER REGISTRATION AND REPORTING

CHAPTER 13. SPECIAL PROGRAM REQUIREMENT TRANSACTIONS

APPENDIX C   FORMATS

FIGURES

ACRONYMS AND ABBREVIATIONS

Acronym or Abbreviation	Definition
AAC	Acquisition Advice Code
ADP	Automated Data Processing
AMCL	Approved MILSTRAP Change Letter
APO	Accountable Property Officer
AUTODIN	Automatic Digital Network
CAGE	Commercial and Government Entity
CAO	Contract Administration Office
CIC	Content Indicator Code
CLIN	Contract Line Item Number
CLSSA	Cooperative Logistics Supply Support Arrangement
CMD	Cataloging Management Data
COMSEC	Communications Security
CONUS	Continental United States
CPP	Central Processing Points
DAASC	*Defense Automatic Addressing System Center*
DCMC	*Defense Contract Management Command*
DCS	Defense Communications System
DA Form 3020R	Magazine Data Card
DD Form 1149	Requisition and Invoice/Shipping Document
DD Form 1348	DoD Single Line Item Requisition System Document (Manual)
DD Form 1348-1	DoD Single Line Item Release/Receipt Document
DD Form 1348-1A	Issue Release/Receipt Document
DD Form 1348m	DoD Single Line Item Requisition System Document (Mechanical)
DD Form 1486	DoD Materiel Receipt Document
DD Form 1487	DoD Materiel Adjustment Document

Acronym or Abbreviation	Definition
DD Form 1574	Serviceable Tag - Materiel
DI	Document Identifier
DIDS	See DLIS
DLA	Defense Logistics Agency
DLAR	Defense Logistics Agency Regulation
DLIS	Defense Logistics Information System
DLMS	**Defense Logistics Management System**
DLMSO	**Defense Logistics Management Standards Office**
DLSC	Defense Logistics **Services** Center
DLSS	Defense Logistics Standard System(s)
DMIL	Demilitarization
DNA	Defense Nuclear Agency
DoD	Department of Defense
DoDAAC	Department of Defense Activity Address Code
DoDD	Department of Defense Directive
DoDI	Department of Defense Instruction
DoDSASP	Department of Defense Small Arms Serialization Program
DPDO	Defense Property Disposal Office
DRMO	Defense Reutilization and Marketing Office
DSC	Defense Supply Center
DUNS	Data Universal Numbering System
DUSD(L)	**Deputy Under Secretary of Defense (Logistics)**
EDI	**Electronic Data Interchange**
ETD	Effective Transfer Date
FAR	Federal Acquisition Regulation
FMS	Foreign Military Sales
FSC	Federal Supply Classification

Acronym or Abbreviation	Definition
GFM	Government Furnished Materiel
GIM	Gaining Inventory Manager
GSA	General Services Administration
ICE	Inventory Control Effectiveness
ICP	Inventory Control Point
ILCO	International Logistics Control Office
ILP	International Logistics Program
IM	Inventory Manager
IMM	Integrated Materiel Manager
IPE	Industrial Plant Equipment
JANAP	Joint Army, Navy, and Air Force Procedure
JCS	Joint Chiefs of Staff
JSACG	Joint Small Arms Coordinating Group
LASE	Logistics Asset Support Estimate
LCN	Local Control Number
LIM	Losing Inventory Manager
LR	Logistics Reassignments
M&S	Media and Status
MAP	Military Assistance Program
MCA	Management Control Activity
MCN	Management Control Number
MILSBILLS	Military Standard Billing System
MILSTEP	Military Supply and Transportation Evaluation Procedures
MILSTRAP	Military Standard Transaction Reporting and Accounting Procedures
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MRAD	Materiel Receipt Acknowledgment Document
MRO	Materiel Release Order

Acronym or Abbreviation	Definition
NO.	Number
NIIN	National Item Identification Number
OEM	Original Equipment Manufacturer
OWMR	Other War Materiel Requirement
OWRMR	Other War Reserve Materiel Requirement
OWRMRP	Other War Reserve Materiel Requirement, Protectable
P/N	Part Number
PD	Priority Designator
PICD	Physical Inventory Cutoff Dates
PIICD	Physical Inventory Infloat Control Dates
PIIN	Procurement Instrument Identification Number
PMCL	Proposed MILSTRAP Change Letter
PMR	Pre-positioned Materiel Receipt
PO	Purchasing Office
PRC	*Process Review Committee*
PWRMR	Pre-positioned War Reserve Materiel Requirement
PWRMRP	Pre-positioned War Reserve Materiel Requirement Protectable
RCS	Report Control Symbol
RDD	Required Delivery Date
RDO	Redistribution Order
RFID	Request for Implementation Date
RI	Routing Identifier
SA	Storage Activity
SCA	Stock Control Activity
SDD	Standard Delivery Date
SF 364	Standard Form, Report of Discrepancy (ROD)
SIGINT	Signal Intelligence
SM	Single Manager

Acronym or Abbreviation	Definition
SMCA	Single Manager for Conventional Ammunition
SMR	Source, Maintenance, and Recoverability
SN	Serial Number
SOS	Source of Supply
SPR	Special Program Requirement
SUPADD	Supplementary Address
UI	Unit of Issue
UIC	Unit Identification Code
UMMIPS	*Uniform Materiel Movement and Issue Priority System*
U.S.	United States
WMR	War Materiel Requirement
WSN	Weapon Serial Number

REFERENCES

(a)   DoD Directive 4140.1, "Materiel Management Policy," January 4, 1993.

(b)   *Joint* Publication 1, "DoD Dictionary of Military and Associated Terms," *June 1, 1987*.

(c)   DoD 4140.27-M, "Shelf-Life Item Management Manual," August 24, 1990, authorized by DoD Directive 4140.1.

(d)   DoD Directive 5160.65, "Single Manager for Conventional Ammunition," November 17, 1981.

(e)   DoD 5025.1-M, "DoD Directives System Procedures," *August 31, 1994*, authorized by DoD Directive 5025.1.

(f)   JANAP 128 (I), "Automatic Digital Network (AUTODIN) Operating Procedures," March 1, 1983.

(g)   DoD 4000.25-10-M, "Defense Automatic Addressing System," April 5, 1985, authorized by DoD Directive 4140.1.

(h)   DoD 4000.25-1-M, "Military Standard Requisitioning and Issue Procedures (MILSTRIP)," May 1, 1987, authorized by DoD Directive 4140.1.

(i)   "Federal Acquisition Regulation," *1990 Edition*.

(j)   Military Standard 129, "Military Standard Marking for Shipment and Storage," latest revision.

(k)   DLAR 4140.55/AR 735-11-2/SECNAVINST 4355.18/AFR 400-54, "Reporting of Item and Packaging Discrepancies," December 6, 1991.

(l)   AR 55-38/NAVSUPINST 4610.33C/AFR 75-18/MCO P4610.19D/DLAR 4500.15, "Reporting of Transportation Discrepancies in Shipments," *August 31,1992*, as amended.

(m)   DLAR 4155.24/AR 702-7/SECNAVINST 4855.5A/AFR 74-6, "Product Quality Deficiency Report Program," July 20, 1993.

(n)   DLAR 4140.60/AR 12-12/SECNAVINST 4355.17A/AFR 67-7, "Processing Discrepancy Reports Against Foreign Military Sales Shipments," December 17, 1991.

(o)   DLAR 4155.3/AR 30-12/NAVSUPINST 4355.2D/AFR 74-5/MCO *10110.21F*, "Inspection of Subsistence Supplies and Services," *November 3, 1986*.

(q)   DoD 4000.25-3-M, "Military Supply and Transportation Evaluation Procedures (MILSTEP)", September 10, 1987, authorized by DoD Directive 4140.1.

(r)   DoD 4140.25-M, "Management of Bulk Petroleum Products, Storage, and Distribution Facilities," July 8, 1988, volume V - MILSPETS, authorized by DoD Directive 4140.25.

(s)   *Joint Publication* 6, "Joint Reporting Structure," (Volume II Joint Reports, Part 4, Nuclear Weapons Reports, Section 5, Stockpile Inventories and Inventory Reports).

(t)   Cancelled. ~~DoD Instruction 4140.60, "DoD Materiel Management,"~~
        ~~January 5, 1993.~~

(u)   Military Standard 105, "Sampling Procedures and Tables for Inspection by
        Attributes," latest revision.

(v)   DoD 4140.1-R, "DoD Materiel Management Regulation," January 25, 1993.

(w)   DLAM 4140.2/AR 735-110/NAVSUPINST 4400.79/MCO P4400.101, "Supply
        Operations Manual, Distribution System Procedures," Volume I, April 15, 1965.

(x)   DoD Directive 5010.38, "Internal Management Control Program," April 14, 1987.

(y)   DoD 7420.13-R, "Stock Fund Operations," June 1986, authorized by DoD Directive
        7420.13.

(z)   DoD 7220.9-M, "Department of Defense Accounting Manual," February 1988, authorized
        by DoD Instruction 7220.9.

(aa)   **DoD Directive 3110.6, War Reserve Materiel Policy, April 25, 1994.**

(bb)   **DoD 4000.25-M, Defense Logistics Management System (DLMS) Standards
        and Procedures, February 14, 1996.**

(cc)   DoD 7200.10-M, "Department of Defense Accounting and Reporting of Government
        Property Lost, Damaged or Destroyed," March 23, 1991, authorized by DoD
        Instruction 7200.10.

(dd)   DoD 5100.76-M, "Physical Security of Sensitive Conventional Arms, Ammunition, and
        Explosives," September 16, 1992, authorized by DoD Directive 5100.76.

(ee)   **Reserved.**

(ff)   DoD 4160.21-M, "Defense Reutilization and Marketing Manual," March 23, 1990,
        authorized by DoD Directive 4140.1.

(gg)   DoD 5200.1-R, "Information Security Program Regulation," June 1986, authorized by
        DoD Directive 5200.1.

(hh)   **Cancelled.** ~~DoD Directive 4140.2, "Management of War Reserves," December 4, 1974.~~

(ii)   **Cancelled.** ~~DoD Instruction 4140.21, "Management of War Reserves for Integrated
        Items Assigned to the Military Departments, the Defense Supply Agency and the
        General Services Administration," December 31, 1974.~~

(jj)   **Cancelled.** ~~DoD Instruction 4140.47, "Secondary Item War Reserve Requirements
        Development," February 24, 1984.~~

(kk)   "DoD Federal Acquisition Regulation Supplement," **1991 Edition**.

(ll)   DoD 4100.39-M, "**Federal** Logistics Information System (**FLIS**) Procedures Manual,"
        October 1, 1994, as amended, authorized by DoD Directive 4140.1.

(mm)   DoD 4000.25-6-M, "DoD Activity Address Directory (DoDAAD)," **October 1, 1994**,
        authorized by DoD Directive 4140.1.

(nn)   DoD 4100.38-M, "Department of Defense Provisioning and Other Preprocurement Screening Manual," November 1, 1983, authorized by DoD Directive 4140.1.

(oo)   DoD 4000.25-7-M, "Military Standard Billing System (MILSBILLS)," January 30, 1985, authorized by DoD Directive 4140.1.

(pp)   DoD 4140.26-M, "Defense Integrated Materiel Management Manual for Consumable Items," January 15, 1992, authorized by DoD Directive 4140.1.

(qq)   AMC-R 700-99/NAVSUPINST 4790.7/AFLCR 400-21/MCO P4410.22C, "Logistics Wholesale Inventory Management and Logistics Support of Multiservice Used Nonconsumable Items," April 27, 1990.

(rr)   DoD 4500.32-R, "Military Standard Transportation and Movement Procedures (MILSTAMP)," volume 1, March 15, 1987, authorized by DoD Directive 4140.1.

(ss)   DoD Federal Acquisition Regulation Supplement, Supplement NO. 6, "DoD Spare Parts Breakout Program," November 25, 1988.

(tt)   *DLAI* 4105.4, "DoD Directory of Contract Administration Services Components," *August 24, 1994.*

(uu)   Cataloging Handbook H4/H8, "Commercial and Government Entity (CAGE)."

(vv)   DoD 4000.25-5-M, "Military Standard Contract Administration Procedures (MILSCAP)," March 15, 1993, authorized by DoD Directive 4140.1.

(ww)   AR 700-82/OPNAVINST 4410.2/AFR 66-45/MCO 4400.120/DSAR 4100.6, "Joint Regulation Governing the Use and Application of Uniform Source Maintenance and Recoverability Codes," June 22, 1971.

(xx)   DLAR 3200.1/AR 715-13/NAVSUPINST 4120.30/AFR 400-40/MCO 4000.18C, "Engineering Support For Items Supplied by Defense Logistics Agency and General Services Administration," March 13, 1986.

(yy)   MIL-I-45208A, Amendment 1, "Military Specification Inspection System Requirements," July 24, 1981.

(zz)   MIL-Q-9858A, Amendment 2, "Military Specification Quality Program Requirements," March 8, 1985.

DEFINITIONS AND TERMS

ACTIVE FILE (Small Arms Registry). A list of weapon serial numbers for which the Component Registry's Military Department or Agency maintains accountability.

ADJUSTMENTS, PHYSICAL INVENTORY. The accounting transaction which corrects a book balance to agree with the quantity of the item in storage. Such adjustments may result from (1) physical inventory, (2) a potential discrepancy revealed by a materiel release denial or location survey/reconciliation, and (3) erroneous capitalization/ decapitalization actions. Excluded are adjustment transactions caused by (1) reidentification of stock, (2) type of pack changes, (3) standard price changes, (4) catalog data changes, (5) supply condition and purpose code changes, and (6) condemnation of materiel resulting from rebuild and surveillance programs. Adjustment transactions directly attributed to computer malfunctions, program errors, and correction of computer system time lags will not be categorized as adjustments due to physical inventory. All such adjustment transactions identified during research will be assigned the appropriate error classification code, and the rate of occurrence will be monitored by supply system managers.

AUTOMATIC DIGITAL NETWORK. AUTODIN will be interpreted to include all electronic transmissions, including teletypewriters, since these circuits are connected to the AUTODIN system.

CLASSIFIED ITEMS. (See Controlled Inventory Items.)

COMPONENT REGISTRY. Military Department or Agency which maintains visibility of all small arms serial numbers within that Component and provides the DoD Registry with small arms status.

CONTRACT ADMINISTRATION OFFICE. The office which performs assigned functions related to the administration of contracts and assigns preaward functions.

CONTROLLED INVENTORY ITEMS. Those items designated as having characteristics which require that they be identified, accounted for, secured, segregated, or handled in a special manner to ensure their safeguard or integrity. Controlled inventory items in descending order of degree of control normally exercised are:

   a. **Classified Items**. Materiel which requires protection in the interest of national security.

   b. **Sensitive Items**. Materiel which requires a high degree of protection and control due to statutory requirements or regulations, such as narcotics and drug abuse items; precious metals; items which are of a high value, highly technical, or hazardous nature; and small arms, ammunition, explosives, and demolition materiel (see chapter 7, figure 7-2).

   c. **Pilferable Items**. Materiel having a ready resale value or application to personal possession and which is, therefore, especially subject to theft.

CUSTODIAL ACCOUNTABILITY. The responsibility of the SMCA to maintain data elements in the wholesale inventory record to reflect by ownership code the receipt, issue, balance, and other quantitative and financial data essential for proper control and management of assets which are in the single manager's custody but are owned by another DoD Component. Custodial accountability includes the responsibility to initiate and approve adjustment actions and reports of survey.

CUSTODIAL RECORD. A record maintained by the storage activity reflecting standard catalog data; owner/manager identification code; and may include lot/serial number and/or onhand quantity by supply condition code; for controlling assets in storage and aiding in inventory.

CUSTODIAL RESPONSIBILITY. The responsibility of a storage activity, depot, or agent, which is not the designated single manager, to maintain proper custody, care, safekeeping, receipt, issue, and balance data for stored DoD wholesale materiel.

DATA PATTERN MESSAGE. A machine readable document/transaction in a fixed length, 80 character card image/format suitable for mechanical processing upon receipt. Examples (forms) are displayed in the A appendices of this manual.

DISCREPANCY WITH MANDATORY RESEARCH REQUIREMENT. Potential or actual physical inventory adjustment which exceeds established dollar value limits or which is applicable to a controlled inventory item (see chapter 7, figure 7-1).

DISTRIBUTION SYSTEM. That complex of facilities, installations, methods, patterns, and procedures designed to receive, store, maintain, distribute, and control the flow of materiel between the point of receipt into a military supply system and the point of issue to a post, camp, station, base (or equivalent).

DoD REGISTRY. DoD designated activity which serves as repository for small arms serial numbers provided by the Component Registries.

FULL PIPELINE. A sufficient quantity of assets, onhand and/or on order, to meet forecasted demands through a period equal to the procurement lead time plus the safety level and, when applicable, OWRMRP of the LIM.

GAINING INVENTORY MANAGER. The Inventory Manager responsible for assuming wholesale materiel management functions.

HISTORY FILE (Small Arms Registry). A list of weapon serial numbers which the Component Registry's Military Department or Agency has reported as shipped to another activity, either intra-Service or inter-Service.

INACTIVE FILE (Small Arms Registry). A list of weapon serial numbers which the Component Registry's Military Department or Agency has reported as demilitarized, lost or stolen, or transferred outside the control of DoD.

INITIAL REGISTRATION. The initial loading of a small arm serial number data into the Component Registry.

INTER-SERVICE SUPPLY. Exchange of materiel, inventory control documentation, and other management data between a distribution system of one Service or Agency and a distribution system of another.

INTRA-SERVICE SUPPLY. Exchange of materiel, inventory control documentation, and other management data within or between the distribution systems of a single Service or Agency.

INVENTORY CONTROL RECORD. The composite of data entries showing by item the ownership/purpose; condition; location; balances on hand, due-in, or on backorder; and such other management information as may be prescribed by competent authority. It is the primary source of recorded data influencing inventory control, supply distribution, and financial management decisions and actions.

INVENTORY LOT/SEGMENT. A subgrouping of the total items in storage for the purpose of physical inventory counting or location audit. The lot/segment is generally by federal supply class, warehousing, picking station, or some form of commodity grouping.

INVENTORY, SCHEDULED. A physical inventory which is to be conducted on a group of items within a specified period of time according to an established plan. There are two types of scheduled inventories; complete and sample.

    a. **Inventory, Complete**. An inventory of all conditions of all stock numbers within specified categories.

    b. **Inventory, Sample**. A sample of items selected from an inventory lot in such a manner that each item in the lot has an equal opportunity of being included in the sample.

INVENTORY, UNSCHEDULED. A physical inventory which is to be conducted on a specific item as a result of some unscheduled inventory requirement such as an inventory manager or locally initiated request, material release denial, location survey or location reconciliation request, etc. There are two types of unscheduled inventories; special and spot.

    a. **Inventory, Special**. A physical inventory of a specific item(s) as a result of a special requirement generated by the location audit program, preprocurement, or any other reason deemed appropriate by the item manager, APO or the APO designated representative, or the storage activity.

    b. **Inventory, Spot**. A physical inventory required to be accomplished as a result of a total or partial materiel denial.

LOCATION AUDIT PROGRAM. The location audit program consists of actions required to assure compatibility between the assets in storage and the locator records and between the locator records and the accountable records. Location audit programs may include quantity. This program is accomplished in two phases:

    a. **Location Reconciliation**. A match between valid storage activity records and the accountable records, in order to identify and correct situations where items are in physical storage but not on record, on record but not in storage, or where common elements of data

(may include quantity) do not match. Research of mismatches, including special inventories when required, results in corrective action.

   b. **Location Survey**. A physical verification, other than actual count, between actual assets and recorded location data to ensure that all assets are properly recorded as to location, identity, condition, and unit of issue.

LOGISTICS REASSIGNMENT. The transfer of management responsibilities from one materiel manager to another materiel manager.

LOSING INVENTORY MANAGER. The Inventory Manager responsible for relinquishing wholesale materiel management functions.

MANAGEMENT CONTROL ACTIVITY. DoD Component-designated activities that initially receive and effect control over contractor-initiated requisitions for GFM to support commercially performed maintenance contracts or requirements which would be supplied from the wholesale DoD supply system.

MAJOR INVENTORY VARIANCE. Total dollar value of the item overage or shortage for the stock number exceeds $800.

MATERIEL DENIAL. A notification from a distribution activity advising the originator of an A5_ MRO, or of an A4_ referral order, of failure to ship all or part of the quantity originally directed for shipment.

NARRATIVE MESSAGE. Any message that is not a machine readable transaction/document, but contains variable length, in-the-clear language not suitable for mechanical processing upon receipt. Narrative message is a generic term to include teletype, dispatch, or TWX.

OTHER WAR RESERVE MATERIEL REQUIREMENT. This level consists of the war reserve materiel requirement less the PWRMR.

OTHER WAR RESERVE MATERIEL REQUIREMENT, PROTECTABLE. The portion of the OWRMR which is protected for purposes of procurement, funding, and inventory management.

PAYBACK. When the SMCA issues materiel from a location where the requesting service owns no materiel, the owning service is compensated for its loss of materiel by a like item and quantity at a location where the requesting service owns some materiel. The payback of the materiel is accomplished by ownership gain/loss transactions.

PHYSICAL INVENTORY CUTOFF DATE. A date established for striking the accountable record balance. This date serves as the reference point for considering the relationship between preinventory/postinventory transactions and the physical count quantity to determine if the count is in agreement with the inventory record balance.

PHYSICAL INVENTORY INFLOAT CONTROL DATE. A date established for initiating controls on all inprocess transactions and materiels which could affect the outcome of the inventory.

PILFERABLE ITEMS. (See Controlled Inventory Items.)

POSTCOUNT VALIDATION. (See Reconciliation, Physical Inventory.)

POST-POST TRANSACTION. The posting of a transaction to add to or subtract from the accountable stock record balance subsequent to physical issue or storage of a stocked item.

POSTINVENTORY TRANSACTION. Any transaction, causing an increase or decrease to the accountable stock record balance, dated after the established physical inventory cutoff date.

PREINVENTORY TRANSACTION. Any transaction, causing an increase or decrease to accountable stock records, dated prior to the established physical inventory cutoff date.

PREINVENTORY PLANNING. Preinventory planning is conducted prior to the physical inventory cutoff date to reduce the potential for inventory inaccuracies through:

   a. Actions to ensure location integrity by resolving such situations as unbinned/loose materiel; questionable identity of materiel in location; and multiple conditions, shelf-life (including date of pack/date of expiration), and/or materiel lots stored in a single location.

   b. Document cleanup to ensure to the extent possible that adjustments and transaction reversals are posted to the record, inprocess receipts are stored in location, and related transactions are transmitted to the ICP prior to the established physical inventory cutoff date.

PRE-POSITIONED WAR RESERVE MATERIEL REQUIREMENT. That portion of the war reserve materiel requirement which approved Secretary of Defense guidance dictates be reserved and positioned at or near the point of planned use or issue to the user prior to hostilities, to reduce reaction time and to assure timely support of a specific force/project until replenishment can be effected.

PRE-POSITIONED WAR RESERVE MATERIEL REQUIREMENT, PROTECTABLE. That portion of the PWRMR which is protected for purposes of procurement, funding and inventory management.

PREPOST TRANSACTION. The posting of a transaction to add to or subtract from the accountable stock record prior to physical issue or storage of a stocked item.

PURCHASING OFFICE. The office which awards or executes a contract for supplies or services and performs postaward functions not assigned to a contract administration office.

RECONCILIATION, PHYSICAL INVENTORY. To obtain agreement between the physical count and record balance by attempting to account for all transactions representing infloat documents.

RESEARCH, PHYSICAL INVENTORY. An investigation of potential or actual discrepancies between physical count and recorded balances. The purpose of research is to determine the correct balance and determine the cause of discrepancies. There are three types of research:

a. **Postcount Validation**. A comparison of physical count with potential recorded balances or another count, with consideration of transactions that have occurred recently. The purpose of postcount validation is to determine the validity of the count. Postcount validation research ends when the accuracy of the count has been verified or when any necessary recounts have been taken or the discrepancy is $800 or less.

b. **Preadjustment Research**. An investigation of potential discrepancies which involves the consideration of recent transaction areas, and verification of catalog data. The purpose of preadjustment research is to determine the correct balance. Preadjustment research ends when the balance has been verified or the adjustment quantity determined.

c. **Causative Research**. An investigation of discrepancies (i.e., gains and losses) consisting of (as a minimum) a complete review of all transactions to include supporting documentation, catalog change actions, shipment discrepancies, and unposted or rejected documentation occurring since the last completed inventory, the last location reconciliation which included quantity, or back 1 year, whichever is sooner. The purpose of causative research is to identify, analyze, and evaluate the cause of inventory discrepancies with the aim of eliminating repetitive errors. Causative research ends when the cause of the discrepancy has been discovered or when, after review of the transactions, no conclusive findings are possible.

SENSITIVE ITEMS. (See Controlled Inventory Items.)

SHELF-LIFE. The total period of time beginning with the date of manufacture/cure/assembly [or inspection/test/restorative action] that an item may remain in the combined wholesale (including manufacturer) and retail storage system and still remain suitable for issue/use by the end user. Shelf-life is not to be confused with service life, which is a measurement of anticipated average or mean life of an item. (DoD 4140.27-M (reference (c)).) Supply condition codes applicable to shelf-life items are described in appendix B6.

SHELF-LIFE ITEM. An item of supply possessing deteriorative or unstable characteristics to the degree that a storage time period must be assigned to assure that it will perform satisfactorily in service. (DoD 4140.27-M (reference (c)).) (See Type I Shelf-Life Item and Type II Shelf-Life Item.)

SHELF-LIFE EXPIRATION DATE. The date beyond which nonextendable shelf-life items (Type I) should be discarded as no longer suitable for issue or use. (DoD 4140.27-M (reference (c)).)

SHELF-LIFE INSPECTION/TEST DATES. The date by which extendable shelf-life items (Type II) should be subjected to inspection, test, or restoration. (DoD 4140.27-M (reference (c)).)

SINGLE MANAGER FOR CONVENTIONAL AMMUNITION. The responsibility assigned to the Secretary of the Army by the Secretary of Defense for the procurement, production, supply, and maintenance/renovation of conventional ammunition within the DoD. Specific responsibilities, functions, authority, and relationships are set forth in DoD Directive 5160.65 (reference (d)).

SMALL ARMS. For the purpose of small arms reporting (chapter 12), small arms are defined as handguns; shoulder-fired weapons; light automatic weapons up to and including .50 caliber machine guns; recoilless rifles up to and including 106mm; mortars up to and including 81mm; rocket launchers, man-portable; grenade launchers, rifle and shoulder fired; and individually operated

weapons which are portable and/or can be fired without special mounts or firing devices and which have potential use in civil disturbances and are vulnerable to theft.

SMALL ARMS REGISTRY FILES. (See Active File, Inactive File, History File.)

SMALL ARM SERIAL NUMBER. The total series of characters appearing on the firing component part of a small arm.

SMALL ARMS TRANSACTION REPORTING. Reporting of individual transactions affecting the small arms serial numbers' status within any Component Registry.

STOCK CONTROL ACTIVITY. The organizational element of a distribution system which is assigned responsibility for maintaining inventory data on the quantity, ownership/purpose, condition, and location of materiel which is due-in, onhand, and backordered to determine availability of materiel for issue and to facilitate distribution and management of materiel.

STORAGE ACTIVITY. The organizational element of a distribution system which is assigned responsibility for the physical handling of materiel incident to its check-in and inspection (receipt), its keeping and surveillance in a warehouse, shed, or open area (storage), and its selection and shipment (issue).

TECHNICAL DATA. Recorded information used to define a design and to produce, support, maintain, or operate items of materiel. These data may be recorded as graphic or pictorial delineations in media such as drawings or photographs; specifications or related performance of design type documents; in machine forms such as punched cards, magnetic tape, computer memory printouts; or may be retained in computer memory. Examples of recorded information include engineering drawings and associated lists specifications, standards, process sheets, manuals, technical reports, catalog item identifications, and related information.

TYPE I SHELF-LIFE ITEM. An item of supply which is determined through an evaluation of technical test data and/or actual experience to be an item with a definite nonextendable period of shelf life.

TYPE II SHELF-LIFE ITEM. An item of supply having an assigned shelf- life time period that may be extended after completion of inspection/ test/restorative action.

UNCLASSIFIED PROPERTY RECORD. A stock account belonging to a DoD activity whose mission is not classified, whereas a classified account contains information of a sensitive nature, the disclosure of which may be detrimental to the U.S. Government's interest (e.g., small arms belonging to intelligence gathering activities).

CHAPTER 1

GENERAL INFORMATION

A. AUTHORITY

DoD Directive 4140.1 (reference (a)) prescribes the publication and use of this manual.

B. PURPOSE

1. This manual provides policies and prescribes uniform procedures for recording inventory management data passed between elements of a single Service or Agency distribution system or between the various distribution systems of the Department of Defense. The procedures govern the interchange of information for all materiel in the supply control/distribution systems and financial management of the DoD and other participating Agencies, unless specifically exempted by the Deputy Under Secretary of Defense (Logistics) (DUSD(L)).

2. The forms, formats, and codes prescribed herein are adaptable to high-speed communication and automatic data processing. They were developed on the basis of the Services'/Agencies' requirement for standard transaction reporting and accounting procedures used in item accounting and financial inventory of Department of Defense materiel. The prescribed codes are mandatory for inter- and intra-Service/Agency use when data are interchanged among elements of a distribution system.

3. The requirements of other logistics functional areas (exclusive of the specific codes and procedures for accomplishment) related to MILSTRAP have been considered and are included to provide procedural clarity and/or to describe procedural interface with other DoD logistics standard systems. Certain techniques for deriving financial billing data are provided within the purview of this manual. Financial billing procedures are prescribed in appropriate DoD instructions.

4. *Defense Logistics Management System (DLMS).* *DoD 4000.25-M, DLMS Standards and Procedures (reference (bb)), prescribes uniform procedures and EDI standards for conducting DoD logistics operations. DLMS uses variable length transactions approved by the American National Standards Institute and provides expanded capabilities over the fixed-length format of the MILSTRAP transactions. The DoD Logistics Strategic Plan, 1995 Edition, calls for implementation of DLMS at the wholesale level by October 1996 and at the retail level by October 1998.*

C. APPLICABILITY

1. This manual applies to the Office of the Secretary of Defense, Unified and Specified Commands, the Organization of the Joint Chiefs of Staff, the Army, Navy, Air Force, Marine Corps, Coast Guard, Defense Nuclear Agency, Defense Logistics Agency, and, in part (chapter 11 and

appendix B6), to the General Services Administration.

a. The U.S. Coast Guard, as established by Title 14 of the United States Code, "...shall be a Military Service and a branch of the armed forces of the United States at all times." While the Coast Guard is an element of the Department of Transportation, it functions as a specialized Service in the Navy during times of war.

b. As a Military Service, the Coast Guard relationship, with regard to MILSTRAP will be the same as the DoD Military Services.

D. EXCLUSIONS

1. Supply transactions below the ICP, SCA, SA level in the distribution system; i.e., transactions at post, camp, station, base (or equivalent) level with the exception of transaction and asset status reporting provided for in chapter 8, section C., or between post, camp, station, base (or equivalent) and using organizations, unless a Service or Agency identifies applicability of these procedures to a requirement at this level within the Service or Agency. Materiel receipt acknowledgment transactions at the retail level, as provided for in chapter 4, section O., are also required between Military Service activities and Agencies below the wholesale distribution system and are therefore not excluded. MILSTRAP further excludes:

a. Bulk petroleum and packaged fuel products.

b. Forms and publications.

c. Industrial plant equipment.

d. COMSEC and SIGINT equipment, COMSEC aids (keying materiel), and those spare and repair parts which are classified as CRYPTO items or which are normally obtained through CRYPTO channels.

e. Aircraft and missile propulsion units.

f. Nuclear ordnance items designated by DNA for item serial number control.

g. Coal and coke.

h. National Defense Stockpile assets.

2. Financial transactions generated independently of inventory control record maintenance. The financial accounting aspects of this manual pertain only to that financial data produced as a by-product of receipt, issue, and adjustment processing.

3. Chapter 7 addresses exclusions from the requirements of the DoD Physical Inventory Control Program.

E. POLICY

1. This manual shall be disseminated, as required, to the using levels of DoD Components. Supplemental instructions issued by DoD Components are authorized when additional detailed instructions are required.

2. These procedures shall be implemented uniformly between DoD Components and at all levels within each DoD Component. Priority shall be given to the development and implementation of inter-DoD Component procedures before separate development and implementation of intra-DoD Component procedures.

    a. New or redesigned intra-DoD Component systems or procedures which conflict with this manual will not be developed or used unless a waiver is approved.

    b. Requests for deviations or waivers shall be considered when it can be demonstrated that the system in question cannot provide a workable method or procedure or cannot accommodate interim requirements.

    c. Deviations or waivers may not be requested solely to accommodate existing internal systems and procedures or organizational environments.

3. Recommended changes to these procedures will be forwarded through the Service/Agency MILSTRAP Focal Point, listed in section J., to the DoD MILSTRAP System Administrator for review and coordination with all Services/Agencies. With the exception of urgent changes which will be implemented on a priority basis, approved changes will be consolidated and scheduled for implementation semiannually to avoid continuous disruption of systems at operating levels. Implementation dates for approved changes will be as coordinated with Services/Agencies or as directed by the DUSD(L).

F. RESPONSIBILITIES

1. The **DoD MILSTRAP System Administrator** is assigned as the DoD Focal Point responsible for administering MILSTRAP in accordance with the policy guidance of the DUSD(L). The system administrator shall:

    a. Perform analysis and design functions, in coordination with the Services/Agencies, to implement guidance and instructions provided by the DUSD(L) and to ensure the involvement of telecommunications planning in an integrated system design.

    b. Recommend system improvements and additional policy, as required, during the development of procedures.

    c. Develop, publish, and maintain this manual in a current status consistent with DoD 5025.1-M (reference (e)). This includes the responsibility to:

(1) Evaluate and coordinate proposed changes with the Services/Agencies, foreign governments, and industrial organizations and furnish a copy of all change proposals to the DUSD(L).

(2) Resolve issues concerning procedural matters within 90 calendar days after receipt of all comments from the Services/Agencies. Issues affecting resources or policy shall be referred, together with comments of the Services/Agencies and a recommendation of the system administrator, to the DUSD(L) for decision.

(3) Disseminate to the DUSD(L) and to the Services/Agencies a quarterly status review of all change proposals which have not yet been approved for publication, or, that if approved, have not been implemented. (RCS DD-*A&T*(Q&SA)1419 applies.)

(4) Ensure compatibility of assigned systems. Coordinate, when appropriate, among DLMSO system administrators for assigned systems, with designated system administrators of other DoD logistics systems, and with related DoD logistics task groups. Attain compatibility among these systems and groups, when appropriate, before coordination with the Services/Agencies.

d. Ensure uniform implementation of MILSTRAP, consistent with DoDD 4140.1 (reference (a)), by taking action to:

(1) Review all supplemental procedures issued by Services/Agencies to ensure continuing conformance of revisions to MILSTRAP.

(2) Review implementation plans and implementation dates of Services/Agencies and make recommendations for improvements.

(3) Conduct periodic evaluations to determine the effectiveness of the system.

(4) Conduct staff assistance visits to Service/Agency activities to review selected system segments in order to determine compliance with prescribed MILSTRAP requirements and to furnish clarification to ensure uniform interpretation of MILSTRAP requirements. At the beginning of each calendar year, develop and submit a coordinated Service/Agency staff assistance visit program for the coming fiscal year to the DUSD(L). The staff assistance visit program will reflect a tentative schedule of activities to be visited and general areas of concentration.

(5) Report to the DUSD(L) the findings and recommendations of evaluations and staff assistance visits, along with comments of the Services/Agencies concerned.

(6) Secure semiannually from the Services/Agencies status information concerning implementation of approved system revisions. (RCS DD-*A&T*(Q&SA)1419 applies.)

e. *Participate in Supply PRC meetings. DLMSO will conduct PRC meetings in accordance with the procedures in DoD 4000.25-M (reference (bb)), volume 1.*

f. Review and evaluate curricula of DoD and other participating organization training schools offering courses related to MILSTRAP and make recommendations for improvements.

g. Assist in resolving problems, violations, and deviations that arise during system operations and that are reported to the system administrator. Unresolved problems and continued violations shall be referred to the DUSD(L) for resolution or corrective action.

h. Review and coordinate with the Services/Agencies, affected foreign governments, and industrial organizations all requests for systems deviations and exemptions and make appropriate recommendations to the DUSD(L) based on factfinding studies or analysis of accompanying justification.

2. <u>**Heads of DoD Components and Other Participating Services/ Agencies will**</u>:

a. Designate an office of primary responsibility for MILSTRAP to serve as the system focal point. Identify by name to the system administrator a primary and alternate focal point representative for MILSTRAP to:

(1) *Participate in Supply PRC meetings when MILSTRAP related areas are addressed.*

(2) *Provide input to the Supply PRC representative* who will provide the Service/Agency or participating organization position, and has authority to make decisions regarding procedural aspects. *Supply PRC representative offices are identified in sections J and K.*

(3) Ensure continuous liaison with the system administrator and other Services/Agencies.

(4) Evaluate all suggested changes to MILSTRAP that originate within their organization. Beneficial suggestions shall be evaluated initially by the focal point. If a suggestion is received by the system administrator directly for evaluation, it shall be forwarded to the appropriate Service/Agency focal point for review and evaluation. If the suggestion is considered worthy of adoption, the focal point shall submit a change proposal to the system administrator, stipulating specific narrative changes to the publication. Such proposed changes shall be coordinated in the normal manner with awards determined by the focal point in accordance with current procedures.

(5) Submit revision proposals to the system administrator with justification and expected benefits *in accordance with section I.*

(6) *Provide input to the Supply PRC representative who will submit* to the system administrator a single, coordinated Service/Agency position on all MILSTRAP change proposals within the time limit specified (normally 60 calendar days) by the system administrator.

(7) Participate in system staff assistance visits in coordination with the system administrator.

b. Provide the system administrator with a semiannual status report concerning implementation of approved MILSTRAP changes. (RCS DD-*A&T*(Q&SA)1419 applies.) Report information as of 1 May and 1 November of each year for each approved change beginning with the first report following publication of the approved change letter and ending with the report in which the approved change is identified as fully implemented. In the final report, provide the Service/Agency implementing publication and change numbers/system identification/ subsystem identification, as applicable. Attach

a copy of the publication change if DLMSO is not on automatic distribution for the publication. Send reports to: *ATTN: DLMSO-MM ROOM 1655, DEFENSE LOGISTICS MANAGEMENT STANDARDS OFFICE, 8725 JOHN J KINGMAN ROAD SUITE 2533, FORT BELVOIR, VA 22060-6221*, by 30 May and 30 November of each year.

    c. Accomplish internal training to assure timely and effective implementation and continued operation of MILSTRAP. In addition furnish copies of initial training instructions concerning MILSTRAP to the system administrator.

    d. Review, evaluate, and update, at least annually, curricula of internal training programs to ensure adequacy of training.

    e. Provide representation to joint system design and development efforts and evaluations of MILSTRAP in coordination with the system administrator.

    f. Review internal procedures continually to eliminate and prevent duplication of records, reports, and administrative functions related to information provided by MILSTRAP.

    g. Provide the DLA Administrative Support Center with an open rider requisition using SF 1, Printing and Binding Requisition, and bulk distribution lists to cover all printed changes to MILSTRAP. Provide the open rider requisition to: *ATTN: DASC-VC, DEFENSE LOGISTICS AGENCY ADMINISTRATIVE SUPPORT CENTER, 8725 JOHN J KINGMAN ROAD SUITE 0119, FORT BELVOIR, VA 22060-6220*,

    h. Ensure that operating activities that support a MILSTRAP function comply with these procedures.

    i. Furnish to the system administrator copies of supplemental and internal procedures, and changes thereto, related to operation of MILSTRAP.

    j. Report to the system administrator problems, violations, and deviations that arise during system operations.

G. DISTRIBUTION OF THE MANUAL

    1. The DLA Administrative Support Center will make distribution of this publication to designated points within each Service/Agency based upon open rider requisitions provided by the Service/Agency. Further distribution is accomplished within each Service/Agency based upon approved distribution data generated through command publication channels.

    2. The Service/Agency focal points identified in section J. have been designated as the single point to which Service/Agency activities will submit requests for copies of the basic publication, and changes thereto.

H. NUMBERING SYSTEM

    1. In addition to the front matter--Foreword, Table of Contents, Acronyms, Abbreviations, etc.,--the

publication is organized into chapters and appendices.

2. Each chapter is divided into sections and paragraphs. Chapters are indicated by numbers. Sections are indicated by upper case letters and paragraphs by numbers. Subparagraphs are indicated by lower case letters, numbers in parentheses, and lower case letters in parentheses, in that order, as follows:

```
                                         A   3   a  (1) (a) [1] [a]
                                         |   |   |       |
Section _____|   |   |       |
                                             |   |       |
Paragraph _____|   |       |
                                                 |       |
Subparagraphs _____|
```

3. Appendices are identified by alphabetics and numerics to indicate an alphabetic grouping (e.g., AI, A2, BI, B2).

4. Pages are numbered in sequence for each separate chapter and appendix using Arabic numerals beginning with I. Each page number is preceded by the chapter or appendix designation; e.g., the second page of chapter 3 is numbered 3-2 while the second page of appendix BI is numbered B1-2. When an index page precedes an appendix, it contains the alphabetic letter of the appendix (A, B, or C) and a small Roman numeral; e.g., the index page to appendix B is numbered B-i. If introductory pages are included in an appendix they are identified by the alphabetic letter of the appendix (A, B, or C) and the page number; e.g., A-1, etc.

I. SYSTEM MAINTENANCE

1. **Revisions to MILSTRAP** result from release or revision of DoD instructions, directives, policy changes, and recommendations of the system administrator and the Services/Agencies.

2. *Moratorium on DLSS Changes. In an effort to ensure the success of the modernization of logistics systems, the Deputy Assistant Secretary (Logistics) imposed a moratorium on changes to the DLSS in October 1989. This permitted a major commitment of Component resources to the development process and helped stabilize existing logistics systems. Only those changes which: (1) are essential to correcting operation deficiencies, (2) satisfy congressional requirements, or (3) are directed by the Office of the Under Secretary of Defense are authorized. At the time the moratorium was directed, Components were encouraged to identify business process improvements as proposed changes under DLMS. Submit proposed DLMS changes in accordance with the instructions in DoD 4000.25-M (reference (bb)), volume 1.*

3. **Submitting Proposed MILSTRAP Changes**. *For MILSTRAP changes which can be justified under the moratorium,* the Service/Agency focal points, authorized in section J., and the heads of DoD logistics task groups, will forward the proposed MILSTRAP changes to: *ATTN: DLMSO-MM ROOM 1655, DEFENSE LOGISTICS MANAGEMENT STANDARDS OFFICE, 8725 JOHN J KINGMAN ROAD SUITE 2533, FORT BELVOIR VA 22060-6221* for required processing. As a minimum, include the following information in all proposed changes:

a. *Justification for processing under the moratorium.*

b. **Concept and Rationale**. A narrative description of the basic concept being proposed and reasons therefor.

c. **Interface and Impact**. A statement of known interface and impact requirements which identifies changes requiring coordination with other DoD logistics systems.

d. **Advantages and Disadvantages**. Operational statements which identify known advantages/disadvantages which would result from the proposed change.

e. **Proposed Change**. Proposed wording for MILSTRAP and any other affected DoD publications.

4. **System Administrator Evaluation of Proposed Changes**

a. The system administrator will review all proposed changes to determine their completeness (see previous paragraph I.2.) and will return proposed changes which are not complete to the submitter.

b. The system administrator will evaluate all proposed changes prior to formal staffing with the Services/Agencies. The evaluation of the proposed revision will include, but not be limited to, the accuracy, validity, necessity, and urgency of the change.

c. The system administrator will return to the submitting focal point any requested change which does not demonstrate significant inter-Service and/or inter-Agency benefit *or which does not meet the criteria for processing under the moratorium*. When requested changes do demonstrate significant benefit *and are justified for processing under the moratorium*, the system administrator will formalize the request as a proposed MILSTRAP change letter *and submit it to DUSD(L) for approval for staffing under the moratorium. If approved*, the system administrator will staff it with the participating Services/Agencies and with the administrators of other DoD logistics systems which are impacted by the proposed change.

5. **Processing Formal Proposed MILSTRAP Change Letters**

a. Formal PMCLs will be consecutively numbered and will normally request the Services/Agencies to respond within 60 calendar days.

b. *Supply PRC representatives* will provide a single coordinated position on all PMCLs.

c. If responses are not received within the specified timeframe, the system administrator will follow up with the delinquent Service/Agency. The first followup will be via letter and will occur 7 calendar days after the lapse of the specified response time. The second followup, if applicable, will be accomplished either by a second letter or by a meeting between the delinquent Service/Agency and

the system administrator. The second followup will occur 30 calendar days after the elapse of the specified response time. When a Service/Agency fails to respond within 45 calendar days of the specified response time, the system administrator will refer the matter to the DUSD(L).

6. **Review and Evaluation of Responses**. The system administrator will review and evaluate Service/Agency responses as follows:

a. When necessary, schedule PMCLs not receiving complete Service/Agency concurrence for discussion and resolution at a meeting of the Service/Agency focal point representatives.

b. Resolve issues which involve procedural matters normally within 90 calendar days after the receipt of all comments from the participating Services/Agencies.

c. Refer unresolved matters affecting policy, together with the Service/Agency comments and a recommendation of the system administrator, to the DUSD(L) for resolution.

7. **Establishment of Implementation Dates**

a. Following resolution of Service/Agency comments on the PMCL, the system administrator will prepare and disseminate to the Service/Agency *Supply PRC representative* a letter requesting the Service/Agency preferred cyclic (May 1 or November 1) implementation date. RFID letters will normally request that Service/Agency implementation dates be provided within 60 calendar days.

b. When one Service/Agency provides an extended implementation date which would delay implementation by the other Services/Agencies by 12 months or more, the system administrator will attempt to resolve the issue with the appropriate Service/Agency. When a satisfactory implementation date cannot be jointly agreed upon, the system administrator will forward the matter to the DUSD(L) for resolution.

8. **Announcement of Implementation Dates**

a. After receiving and evaluating Service/Agency preferred cyclic implementation dates, the system administrator will select and announce a DoD cyclic implementation date through dissemination of a consecutively numbered AMCL. When practicable, the system administrator will distribute AMCLs to the Services/Agencies at least 9 months prior to the approved implementation date. Each AMCL will contain a cross-reference to all preceding AMCLs which have not been implemented.

b. AMCLs are planning documents provided to assist the Services/Agencies in the system/program design efforts which may be necessary to implement the change. To prevent degradation of this publication, AMCLs must be maintained separately.

c. The system administrator will incorporate each AMCL for MILSTRAP into an interim and/or formal change to this publication immediately preceding the implementation date for the AMCL.

9. Preparation and Distribution of Interim and Formal Changes

a. Interim Changes. When it is necessary to disseminate modifications to this publication more expeditiously than cyclic implementation dates permit, the system administrator will distribute interim changes. Interim changes will be numbered consecutively and will indicate the current year. For example, interim changes for 1994 will be numbered 94-1, 94-2, 94-3, etc. The changes will be issued as full page insertions to this publication and the change number will be indicated on each revised page. Paragraphs that are modified or added will be identified by **bold and italicized print**. To prevent degradation of this publication, interim changes must not be posted until their effective date.

b. Formal Changes. The system administrator will publish formal changes twice a year, normally 30 calendar days prior to the effective (cyclic implementation) dates of May 1 and November 1. Formal changes will incorporate, and identify therein, all AMCLs having the same cyclic implementation date and all previously implemented interim changes. Formal changes will be numbered in sequence (CH 1, CH 2, etc.). The changes will be issued as full page insertions to this publication and the change number will be indicated on each revised page. Any explanatory information which is necessary to supplement page changes will be contained in the cover letter. Paragraphs that are modified or added will be identified by **bold and italicized print**. To prevent degradation of this publication, formal changes must not be posted until their effective date.

J. MILSTRAP FOCAL POINTS/SUPPLY PRC REPRESENTATIVES

The following offices have been designated as MILSTRAP focal points *and, except for USMC and DLA, Supply PRC representatives.*

DoD MILSTRAP System Administrator
ATTN: DLMSO-MM ROOM 1655
DEFENSE LOGISTICS MANAGEMENT
STANDARDS OFFICE
8725 JOHN J KINGMAN ROAD SUITE 2533
FORT BELVOIR, VA 22060-6221

Army
COMMANDER
US ARMY MATERIEL COMMAND
ATTN: AMCLG-SM
5001 EISENHOWER AVENUE
ALEXANDRIA, VA 22333-0001

Navy
COMMANDER
NAVAL SUPPLY SYSTEMS COMMAND
ATTN: *SUP 4113A*
1931 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22241-5360

Air Force	COMMANDER HQ AIR FORCE MATERIEL COMMAND ATTN: AFMC (LGIM) 4375 CHIDLAW ROAD, SUITE 6 WRIGHT-PATTERSON AFB, OH 45433-5006
Marine Corps[1]	COMMANDANT US MARINE CORPS ATTN: LPS-1 3033 WILSON BOULEVARD ARLINGTON, VA 22201-3843
Defense Logistics Agency[2]	ATTN: *MMLSI* DEFENSE LOGISTICS AGENCY *8725 JOHN J KINGMAN ROAD SUITE 2533* *FORT BELVOIR, VA 22060-6221*
Defense Mapping Agency	DEFENSE MAPPING AGENCY DISTRIBUTION DIVISION ATTN: DMA (OPD)/A-12 8613 LEE HIGHWAY FAIRFAX, VA 22031-2137
Defense Nuclear Agency	COMMANDER FIELD COMMAND DEFENSE NUCLEAR AGENCY ATTN: *FCPNM* 1680 TEXAS STREET, SE KIRTLAND AFB, NM87117-5669
National Security Agency	DIRECTOR NATIONAL SECURITY AGENCY ATTN: L111 *9705 SAMFORD ROAD (SAB4)* FORT GEORGE G. MEAD, MD 20755-6000
Coast Guard	COMMANDANT U.S. COAST GUARD ATTN: G-ELM-2 2100 SECOND STREET, SW WASHINGTON, DC 20593-0001

---

[1] *MILSTRAP Focal Point representative office only. See section K for USMC Supply PRC representative office.*

[2] *MILSTRAP Focal Point representative office only. See section K for DLA Supply PRC representative office.*

General Services Administration

COMMISSIONER
GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
ATTN: FCSI (CM 4 ROOM 702)
1941 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-4502

K. *SUPPLY PRC REPRESENTATIVES*

The following are the Supply PRC representative offices which differ from the MILSTRAP Focal Point/Supply PRC representative offices identified in section J.

Marine Corps

COMMANDANT
U.S. MARINE CORPS
ATTN: LPS-2
3033 WILSON BOULEVARD
ARLINGTON, VA 22201-3843

Defense Logistics Agency

ATTN: MMSLR
DEFENSE LOGISTICS AGENCY
8725 JOHN J KINGMAN ROAD SUITE 2533
FORT BELVOIR, VA 22060-6221

L. COMMUNICATIONS

1. <u>General</u>. The DAASC, which is tied into AUTODIN, provides a routing, editing, and mailing service for the DoD. Procedures governing use of the AUTODIN and the DAASC are prescribed by JANAP 128(I) (reference (f)) and DoD 4000.25-10-M (reference (g)) respectively. The DAASC is designed for transmission and receipt of computer-readable logistic documents by electronic means using AUTODIN data pattern terminals or AUTODIN teletype mode-five terminals.

a. MILSTRAP is designed for use of electronically transmitted computer-readable transactions. All DoD activities having the capability to send computer-readable transactions, and non-DoD activities by agreement, will use the AUTODIN and DAASC in the MILSTRAP process. Activities lacking an ability to prepare computer-readable transactions and/or send them electronically, will arrange for preparation and/or AUTODIN transmission of such transactions by the nearest facility having such capability; transactions may be mailed only when such arrangements are not feasible.

b. Activities using mode-five terminals must make arrangements with the DAASC for transmission and receipt of two line messages.

c. Whenever it is necessary to send classified data relating to MILSTRAP documentation by any means of communication, establish controls which are commensurate with the security

classification of the data being sent. Data pattern classified messages will be addressed directly to the intended recipient and not routed to or through the DAASC. Prepare such messages in accordance with JANAP 128(I) (reference (f)).

d. DAASC routing procedures for specific MILSTRAP transactions are provided in chapter 9.

2. Electronic Communications

a. The DCS AUTODIN is a worldwide DoD computerized general purpose communications system which provides for transmission of narrative and data pattern (computer-readable) traffic.

b. The CIC in communications message headers, as prescribed by JANAP 128(I) (reference (f)), identifies various types of traffic and provides a reference/indicator to communications personnel for routing, handling, and speed of processing messages received based on the local command policies and procedures. For MILSTRAP traffic, the second position of the CIC should always be an alpha A or B, except when an alphabetic H is required by chapter 14. Establish appropriate local rules for communications terminal routing and handling of MILSTRAP transactions received to ensure that the transactions reach the appropriate functional elements for processing.

c. MILSTRAP participants should be familiar with and establish local procedures to provide for efficient use of the facilities and capabilities of the supporting communications terminal which provides communications services.

3. Selection of Communications Media. MILSTRAP is designed to permit transmission and receipt of transactions by electronic communications, mail, telephone, and courier. To assure fast and correct processing, use the following media in their listed order of preference:

a. Data Pattern Message. A computer-readable, fixed-length format sent electronically via the DAASC. This method is the most desirable, fastest, and surest and it provides for receipt of transactions in a format suitable for automated processing.

b. Formatted Teletype Message. A message sent electronically by mode-five teletype terminals via the DAASC. This method allows the sender to send MILSTRAP transactions in prescribed formats by teletype which will be received by the addressee in computer-readable format suitable for automated processing. This method has a limitation of 69 characters per data line (i.e., record positions 1-69) unless the teletype terminal has been modified to accommodate up to 80 characters.

c. Air or Regular Mail or Courier. Use these methods only when there is no capability to send data pattern messages or formatted teletype messages via the DAASC. When keypunch facilities exist, or can be arranged, prepare mailed transactions in interpreted punchcard format. Mark "MILSTRAP" in large letters on the mailing envelope or container.

d. Narrative Message. Narrative electronically transmitted messages are a less desirable method due to inherent delay and potential for error in transcribing into machine-readable format for processing. Narrative messages may be used to send MILSTRAP transactions electronically in prescribed formats only when all of the following conditions apply:

(1) There is no capability to send data pattern messages via the DAASC.

(2) Formatted teletype message is impractical due to record position restrictions (see preceding subparagraph 3.b.).

(3) Degree of urgency precludes transmission via mail or courier of mechanically prepared and interpreted transactions.

e. Telephone. The telephone is not a desirable medium due to potential for error in transcribing into machine-readable format for processing. Use the telephone to send MILSTRAP transactions only when all the other means of communication are temporarily not available and the degree of urgency requires immediate transmission. Do not confirm telephone transactions by submitting the transactions by other media.

4. Communications Precedence

a. Assign an appropriate communications precedence to all electronic transmissions in accordance with the JANAP 128(I), (reference (f)).

(1) Communications precedence applies to data pattern messages, formatted teletype messages, and narrative messages. It applies to speed of transmission and handling in the communications system.

(2) The assignment of precedence is the responsibility of the message originator as determined by the subject matter and time factors involved.

b. The communications precedence for all MILSTRAP transactions is routine. The communications precedence for initial emergency reports of packaging discrepancies involving damaged materiel that poses a hazard is priority.

5. Violations. Report violations of the intent of the requirements prescribed in this section to the system administrator for corrective action.

CHAPTER 8

ASSET STATUS REPORTING

A. GENERAL

This chapter prescribes procedures for the interchange of asset status information:

1. Between Service/Agency distribution systems and, in decentralized distribution systems, between SCAs and ICPs of a Service/Agency.

2. Between Service activities below the distribution system and ICPs of the Services/DLA *[text deleted]*.

B. ASSETS WITHIN THE DISTRIBUTION SYSTEM

1. Prepare DI Code DZA asset status transactions as outlined in appendix C52. Due to the number of record positions devoted to entries prescribed by Service/Agency for use within distribution systems, each Service/Agency is authorized to procure a printed format suitable to its needs.

2. Transmit asset status transactions between Services/Agencies based on schedules established by mutual agreement.

3. ICPs may arrange and prescribe reporting schedules for SCAs within the ICPs' distribution system.

C. ASSETS BELOW THE DISTRIBUTION SYSTEM

1. Use DI Code DZE asset status/transaction reporting request transactions, prepared as outlined in appendix C56, to request transaction reporting and/or asset status reporting by activities below the distribution system *and, for the total asset visibility program[1], to request the report of assets above the requisitioning objective using MILSTRIP DI Code FTE.* Entry of the appropriate appendix B10 reporting code in record position 7 of the transaction will indicate whether the request is for commencement, change, or termination of transaction and/or asset status reporting. Transmit DI Code DZE request transactions to central points designated by other Services. Each Service designated activity will be responsible for notifying their reporting activities of the reporting requirements reflected in the DZE request transactions received from the other Services/Agencies. The Service activities designated to receive the request are:

---

[1] **Use with the asset visibility program is based on agreement of the components involved.**

SERVICE	ACTIVITY	ROUTING IDENTIFIER
Army	New Cumberland Army Depot New Cumberland, PA 17070-5000	AN5
Navy	Navy Fleet Materiel Support Office Mechanicsburg, PA 17055-5000	N47
Air Force	Headquarters Air Force *Materiel* Command *4375 Chidlaw Road, Suite 6* Wright-Patterson Air Force Base Dayton, OH 45433-*5006*	FNA
Marine Corps	Commanding General Marine Corps *Logistics Base* *814 Radford Boulevard* Albany, GA 31704-*1128*	MPB

2. Always reflect dates for commencement of reporting (reporting codes A through D) and change of reporting (reporting codes F through H and J) in record positions 23-26 of the DZE request transaction as the first day of a month. In these instances, transmit the request transaction not later than 60 calendar days before the date entered in record positions 23-26.

3. Provision is made for requesting earlier commencement of reporting by use of the appropriate reporting codes K, L, and M in record position 7 of the DZE request transaction. In these instances, the Services' central points will assure that reporting commences as soon as possible after receipt of the requests.

4. When a one-time asset status report is required on an expedited basis, the DZE request transaction will contain reporting code Z in record position 7 and the date the report is required in record positions 23-26. The Service central point or the reporting activity in receipt of the request will take no further action if the date in record positions 23-26 is already past.

5. *When a one-time asset status report is required for the asset visibility/redistribution program, the DI Code DZE request transaction will contain reporting code N in record position 7 and the date the report is required in record positions 23-26.*[2]

6. Use the DI Code DZE request transaction to request termination of reporting by utilizing reporting code E in record position 7. Reflect dates for termination of reporting in record positions 23-26 of the request transaction as the last day of a month. Transmit the termination requests not later than 60 calendar days prior to the date entered in record position 26.

7. Activities below the distribution system (base, post, camp, or station) will use asset status reporting transactions containing DI Code DZF, prepared as outlined in appendix C57, to report assets

---

[2]**See footnote 1 on page 8-1.**

to the requesting ICP. Report onhand balances by each separate condition (MILSTRAP) of materiel held. The DI Code DZF transaction is designed to provide for use of multiple transactions when either or both of the following apply:

    a. More than two conditions of materiel are held.

    b. Requisitioning objective, due-in, or reserved quantities exceed 999,999.

    8. The reporting code entered in record position 7 of the DI Code DZF reporting transaction will indicate the type of reporting being accomplished and may differ from the reporting code entered in record position 7 of the DI Code DZE reporting request transaction. The code will differ when the ICP has requested transaction reporting (codes A, B, K, or L) or change to transaction reporting (codes F or G) and the reporting activity does not have capability for transaction reporting. In these instances, the reporting activity will enter code C or D, as appropriate, in record position 7 of the DI Code DZF reporting transaction. At such time as the reporting activity attains the capability, reporting will change to the type desired by the ICP as indicated by the latest reporting request document.

    9. Transaction reporting by activities below the distribution system will include the following transactions:

    a. Issue transactions with DI codes in the D7_ series prepared as outlined in appendix C3.

    b. Materiel receipt (procurement instrument source) transactions with DI codes in the D4_ series prepared as outlined in appendix C1.

    c. Materiel receipt (other than procurement instrument source) transactions with DI codes in the D6_ series prepared as outlined in appendix C2.

    d. Due-in (procurement instrument source) transactions with DI codes in the DD_ series prepared as outlined in appendix C11.

    e. Due-in (other than procurement instrument source) transactions with DI codes in the DF_ series prepared as outlined in appendix C13.

    f. Inventory adjustment (dual adjustment) transactions with DI codes in the DA_ series prepared as outlined in appendix C9 and/or inventory adjustment (single adjustment) transactions with DI codes in the D8_ or D9_ series prepared as outlined in appendix C4.

CHAPTER 11

LOGISTICS REASSIGNMENT

A. GENERAL

1. This chapter provides procedures designed to:

   a. Ensure successful LR of both consumable and nonconsumable items.

   b. Provide adequate management control of items in a transitional situation.

   c. Assure uninterrupted supply support of items during the transition period.

2. To facilitate the comprehension of this chapter, the LR process has been divided into three periods of time based upon the ETD. These periods are identified as pre-ETD, ETD, and post-ETD. The pre-ETD period commences on the date the GIM assignment/ETD is disseminated to the GIM/LIM and terminates at ETD. The ETD is the date of the LR. Although the ETD is a specific point in time, for the purpose of this manual, any actions involving data requirements that reflect conditions as of the ETD will be discussed as if such actions took place on the ETD, even though they may have been taken immediately before or after the actual ETD. The post-ETD period begins immediately following the ETD and includes all actions that do not specifically involve data requirements that reflect conditions as of the ETD. The specific events required to take place during the LR are delineated under the appropriate period.

B. POLICY

1. DoD policy for LR of nonconsumable items is contained in DoD 4140.26-M (reference (pp)).

2. DoD policy for LR of nonconsumable items is contained in AMC-R 700-99 et al. (reference (qq)).

3. [*Text deleted.*]

C. REQUIREMENTS

1. The LIM, GIM, and storage activities will effect the actions required by this manual to reassign asset accountability to the GIM in a timely manner to assure uninterrupted supply support. Direct communication, coordination and assistance are required in resolving problems affecting supply operation.

2. The GIM will accept, as of the ETD, those items and book balances submitted by the LIM. (The following policy covering transfer of assets for LR is implemented from DoD 4140.26-M (reference (pp)) and AMC-R 700-99 et al. (reference (qq), respectively.) The LIM will transfer all onhand wholesale balances, in place, except:

a. Assets committed to the support of special projects, programs, and/or plans including the ILP, e.g., staged shipments, packaged shipments. Onhand wholesale assets in support of the ILP will not be transferred to the GIM nor will any ongoing procurement action in support of the ILP be terminated.

b. Consumable assets in Supply Condition Codes F, H, J, K, L, M, P, Q, R, and S. (See DoD 4140.26-M (reference (pp)) for complete criteria.)

c. Nonconsumable assets in Supply Condition Codes G, H, J, K, L, M, and P. Supply Condition Codes H and P materiel will never be decapitalized. (See AMC-R 700-99 et al. (reference (qq)) for complete criteria.)

3. On an expedited basis the LIM will decapitalize to the GIM wholesale assets, other than the supply condition codes shown in subparagraphs 2.b. and 2.c., above, generated during the first year subsequent to the ETD. The LIM will report assets generated after 1 year of ETD under the MILSTRIP (reference (h)) Materiel Returns Program. Except as noted in section G, the GIM will reject assets decapitalized more than 1 year after the ETD using DI Code DZG, Transaction Reject with Reject Advice Code AW.

D. PRE-ETD ACTIONS

1. General

a. The LIM procurement office will provide the GIM with contractual status on contracts either retained by the LIM or assigned to DCMC for contract administration. Contract status includes, but is not limited to, delivery status, acceleration of delivery, followup status requests, and executing appropriate modifications to basic contracts.

b. For nonconsumable items, the LIM will furnish the GIM listings of all purchase requests (procurement actions that have not reached the award stage) throughout the pre-ETD period. The GIM will, within 15 calendar days subsequent to the receipt of the purchase request listing from the LIM, annotate required changes and return one copy to the LIM. For consumable items, provide purchase request data in accordance with subparagraph D.5.b.

c. The LIM will reclassify consumable assets, in Supply Condition Codes Q (Air Force only) and R, to the appropriate condition code before the LIM provides the GIM the updated LR supply management data transactions (DI Codes DLS through DLX) prescribed by subparagraph D.6.c.

d. For assets in Supply Condition Code H, the LIM will either forward the assets to disposal or reclassify the item to its true condition as authorized by chapter 5.

2. <u>One Hundred and Fifty Days Prior to ETD</u>, or upon notification, if less than 150 days:

a. The LIM will perform physical inventories under the MILSTRAP chapter 7 procedures, as stated in DoD 4140.26-M (reference (pp)) for consumable items, and AMC-R 700-99 et al. (reference (qq)) for nonconsumable items, as follows:

(1) For consumables, inventory stock on hand for wholesale assets designated as classified or sensitive (see definitions and terms for explanation of terms).

(2) For nonconsumables, inventory onhand wholesale assets.

b. The LIM will advise the GIM of assets being held for litigation action.

3. <u>One Hundred and Twenty Days Prior to ETD</u>, or upon notification, if less than 120 days:

For consumable items being transferred, the LIM will furnish the GIM LR supply management data transactions, DI Codes DLS, DLT, DLU, DLV, DLW and DLX (see appendices C25A through C25F).

4. <u>Sixty Days Prior to ETD</u>:

When a MILSTRIP (reference (h)) DI Code FTE Excess Report is submitted to the LIM and the LIM stockage position indicates that disposal action is appropriate, the LIM will furnish the reporting activity with a DI Code FTR Reply to Excess Report, using Excess Transaction Status Code SM. This will indicate to the reporting activity that disposal action is appropriate but the item is in process of migrating and further action is deferred until after ETD.

5. <u>Forty-five Days Prior to ETD</u>:

a. By mutual agreement between the GIM and the LIM, the LIM will initiate action to amend existing LR item contracts/purchase orders which are not reassigned to the GIM to provide for diversion of shipments of stock by quantities into storage activities of the GIM. The GIM will provide addresses of the shipping destinations to the LIM, as appropriate. The LIM will retain the due-in.

b. For consumable items, the LIM will furnish listings of all purchase requests (procurement actions that have not reached the award stage) to the GIM in accordance with DoD 4140.26-M (reference (pp)). The GIM will, within 15 calendar days subsequent to the receipt of the purchase request listing from the LIM, annotate required changes and return one copy to the LIM.

6. Thirty Days Prior to ETD:

a. The LIM will furnish the GIM a WMR data listing sequenced by NSN and DoD component (and RI code within component when the requirements have been allocated), major to minor, reflecting the current computed data. Include the quantity and value of the OWMR; OWRMR; OWRMRP; forecasted reparable return data, if applicable; PWRMR; PWRMRP; dollar value subtotals for FSC, RI code if allocated, and DoD component; and grand total dollar value.

b. The LIM will mail the WMR data listing to the GIM together with WMR transactions, DI Code DM_. The DI Code DM_ transactions, prepared in the appendix C26 format, will reflect the original input from which the WMR computed data was generated. Upon receipt of the DI Code DM_ transactions, the GIM will process them to recompute the WMR data as prescribed in chapter 15, paragraph B.3.

c. For consumable items being transferred, the LIM will furnish the GIM updated LR supply management data transactions, DI Codes DLS, DLT, DLU, DLV, DLW and DLX (see appendices C25A through C25F).

d. The LIM will furnish the GIM the latest status of assets being held for litigation action.

E. ETD PERIOD ACTIONS

1. The LIM will issue an LR Storage Information transaction, DI Code DZC (see appendix C54), to their storage activities which serves as a notification that wholesale stocks stored are now under the ownership and accountability of the GIM.

2. The LIM will process inventory adjustment transactions to decrease the inventory control record using DI Code D9E, Decrease - Logistics Transfer, or DI Code D9F, Decrease - Decapitalization as appropriate. The decrease will be accomplished through the use of the DD Form 1487, prepared as outlined in appendix C5.

3. The LIM will prepare and transmit to the GIM, DI Code DEE (Logistics transfer) or DEF (Decapitalization) transactions (see appendix C12), as appropriate, by condition and location. Telephone communication between the GIM and LIM is authorized to resolve transactions that reject from the validation process.

4. The LIM will furnish memorandum due-in information as of the ETD to the GIM using DI Code DDX (see appendix C11) or DI Code DFX (see appendix C13). Quantities will reflect only that which is available for transfer.

5. The LIM will furnish the GIM storage activity a PMR, DI Code DU_ (see appendix C38), for each due-in from procurement on which the destination has been changed to the GIM. In addition, the LIM will furnish the LIM storage activity a PMR reversal (entry of an 11 zone punch in record position 25) for deletion of the PMR from their file.

6. Transfer of backorders to the GIM will be accomplished by means of referral/passing orders prepared in accordance with MILSTRIP (reference (h)). Backorders transferred between Services/Agencies will be funded.

7. For items with SPR, the LIM will prepare and transmit to the forecasting activity an SPR Status transaction as outlined in chapter 13.

8. The LIM will advise the GIM of the latest data available on assets being held for litigation action.

F. POST ETD ACTIONS

1. The GIM will convert the DI Code DEE or DEF transaction received from the LIM to DI Code D8E (Increase - Logistics Transfer) or D8F (Increase - Capitalization), as appropriate to establish or increase the inventory balances. (This action is not required upon receipt of a DI Code DEE/DEF with a zero quantity.) This will be accomplished through the use of the DD Form 1487, prepared as outlined in appendix C5. The GIM may automatically reject invalid DI Code DEE or DEF transactions using DI Code DZG Transaction Rejects, processed in accordance with chapter 9. Telephone communication between the GIM and LIM is authorized to resolve DI Code DEE or DEF transactions that reject from the validation process.

2. The GIM will process DI Code DDX and DFX transactions, received from the LIM, to establish memorandum dues-in. In the event materiel, other than procurement, has not been received within 6 months of ETD, the memorandum due-in will be deleted by the GIM. However, the GIM will not delete memorandum due-in from procurement sources unless advised by the LIM that procurement action has been cancelled.

3. The GIM, when appropriate, will furnish reconsignment instructions to the LIM for items due-in from undelivered contracts of the LIM. Reporting of receipts from these contracts subsequent to the ETD will be in accordance with section G.

4. The GIM will accept and process DI Code DEE/DEF reversal (11 zone punch in record position 25) transactions, adjust the accountable records, and discontinue processing any other transactions against the LR assets until new DI Code DEE/DEF transactions from the LIM are processed. If the DI Code DEE/DEF reversal transactions are received with an incorrect zone punch, the GIM may elect to contact the LIM to verify that the reversal action is appropriate, correct the transaction and continue to process or reject the transactions using the DI Code DZG Transaction Reject document with Reject Advice Code AE (Rejected-Quantity field invalid).

5. The LIM will take action to change the destination of undelivered purchases upon request of the GIM. Upon changing the quantity due-in/destination, prepare and transmit a due-in reversal and a new due-in to the GIM. Additionally, when an award is made for an unawarded purchase request, the LIM will prepare and transmit to the GIM a memorandum due-in transaction, DI Code DDX (see appendix C11), and a PMR, DI Code DU_ (see appendix C38), to the applicable storage activity.

6. The LIM will enter litigation proceedings on all items in Supply Condition Code L which are either on hand at ETD or subsequently received by either the GIM or LIM on LIM negotiated contracts. The LIM will notify the GIM of actions being taken to resolve the litigation actions.

7. When an item previously transferred to the GIM is restored to an issuable condition, or when inspection of stock on hand reveals a change in condition of the materiel, the GIM will be notified of the condition transfer. Notification will be accomplished by preparation and submission of an Inventory Adjustment Transaction, DI Code DAC (see appendix C9).

8. The LIM's storage activity will prepare an LR Storage Information Reply, DI Code DZD (see appendix C55), within 5 working days advising the LIM of the quantity transferred to the GIM ownership. In the event the LIM's storage activity does not receive a DI Code DZC, the storage activity will prepare, and transmit to the LIM, a DI Code DZD with an A in record position 7, reflecting each balance by supply condition code. Additional processing instructions pertaining to the LR Storage Information transactions are outlined in chapter 10.

9. Upon receipt of the DI Code DZD (LR Storage Information Reply Transaction) the LIM will review the quantity. When the quantity in the DI Code DZD is greater than the quantity reflected in the DI Code DZC (LR Storage Information transaction) the LIM will take action to transfer the additional quantity to the GIM on a new DI Code DEE/DEF transaction. When the quantity in the DI Code DZD is less than the quantity in the DI Code DZC the LIM shall (1) within 24 hours initiate action to reverse the previously submitted DI Code DEE/DEF (total quantity) transactions for that location, (2) conduct research and/or request a special inventory when deemed appropriate, (3) determine whether the quantity reported by the LIM's storage activity is correct (based on the best data available after research/inventory), (4) provide the GIM new DI Code DEE/DEF transactions which will contain new document numbers with the revised quantity and (5) complete this action within 30 days after the ETD to prevent a time lag between the ETD and corrective action. If extenuating circumstances prevent a LIM from accomplishing this task within 30 calendar days, the LIM should notify the GIM of the problem and the expected date when the problem should be resolved (not to exceed 60 calendar days past the ETD). If the DI Code DZD transaction is for an item for which the LIM provided a DI Code DEE/DEF transaction with a zero balance, and contains a transferable quantity, the LIM will provide a new DI Code DEE/DEF to the GIM reflecting the appropriate quantity, condition, and location. When this condition exists, the LIM will not prepare a DI Code DEE/DEF reversal.

10. <u>Ninety Days After the ETD</u>. For consumable items being transferred the LIM will furnish the GIM updated LR Contract History Data Transactions, DI Code DLW (see appendix C25E).

11. <u>Two Hundred and Seventy Days After the ETD</u>. For consumable items being transferred the LIM will furnish the GIM updated LR Contract History Data Transactions, DI Code DLW (see appendix C25E).

G. RECEIPT PROCESSING AFTER ETD

1. Receipts from Procurement

a. Upon receipt of assets from procurement by either the GIM or LIM storage activity, forward a Materiel Receipt Transaction (DI Code D4S) prepared in the format shown in appendix C1 to the LIM.

b. Procurement receipts received after 1 year past the ETD will be processed by the LIM and GIM in the same manner that procurement receipts would be processed when received during the ETD to 1 year period.

c. The LIM will:

(1) Process the storage activity initiated D4S receipt transaction to reduce the due-in record and record assets on the accountable record for the quantity received.

(2) Decrease the inventory control record utilizing DI Code D9E/D9F, as appropriate.

(3) Transmit a Materiel Receipt Transaction (DI Code D4X) prepared in the format shown in appendix C1 to the GIM.

(4) Prepare and transmit a Logistics Transfer/Decapitalization Transaction (DI Code DEE/DEF) to the GIM.

d. The GIM will utilize the D4X transaction to reduce the memorandum due-in record and will use the DEE/DEF transaction to record assets on the accountable record for the quantity received.

e. For materiel received for which litigation is required, the LIM will record assets on the accountable record in Supply Condition Code L and reduce the due-in record. At this time, no action will be taken by the LIM to remove or change the GIM's memorandum due-in by producing a D4X transaction. When the litigation proceedings are completed and the materiel is reclassified to an issuable condition, the LIM will provide the GIM DEE/DEF and D4X transactions to effect the LR and reduce the memorandum due-ins. If materiel is returned to the contractor due to litigation proceedings the LIM will notify the GIM via written communication. Appropriate action must be taken by the LIM to reestablish a due-in if the materiel being returned to the contractor for deficiency correction will eventually be returned to the LIM's storage activity.

f. If assets from procurement are received for which there are no PMRs recorded at the receiving storage activity, the receiving activity will report the receipt to the cognizant Item Manager. If the GIM does not have a recorded due-in and the item was recently involved in an LR, the GIM should research/contact the LIM to determine proper reporting of the receipt to maintain accountability

accuracy. If the procurement receipt is incorrectly reported to the LIM (and the LIM did not initiate the procurement action), the LIM should reject the receipt back to the initiator with a DI Code DZG Transaction Reject and Reject Advice Code AB (see appendices C58 and B9 for appropriate format and definition).

2. Receipts From Other Than Procurement

    a. The LIM's Storage Activity, upon receipt of assets from other than procurement, will prepare and forward a Materiel Receipt Transaction (DI Code D6_) to the LIM.

    b. <u>The LIM will</u>:

       (1) Process the storage activity initiated D6 series receipt transaction to reduce the due-in record and record assets on the accountable record for the quantity received.

       (2) Decrease the inventory control record utilizing DI Code D9E/D9F, as appropriate.

       (3) Prepare and transmit a Materiel Receipt Transaction, DI Code D6X, to GIM.

       (4) Prepare and transmit a Logistics Transfer/Decapitalization Transaction (DI Code DEE/DEF) to the GIM.

    c. The GIM will utilize the D6X transaction to reduce the memorandum due-in record and will use the DEE/DEF transaction to record assets on the accountable record for the quantity received.

    d. In the event assets from other than procurement sources are received for which there are no PMRs recorded at the receiving storage activity, the receiving activity will report the receipt to the cognizant item manager (the GIM). If the receipt is incorrectly reported to an item manager the receipt should be rejected to the initiator with a DZG Transaction Reject and Reject Advice Code AB (see appendices C58 and B9 for appropriate format and definition).

H. FOLLOWUP FOR ASSET DATA

The GIM will transmit DI Code DLA, Logistics Transfer/Decapitalization Followups, for all items logistically reassigned for which the LIM transferred no assets and/or provided no due-in data within 10 days of the ETD. The GIM will prepare the DI Code DLA followup in the appendix C20 format. For additional followup procedures, see section J.

I. REPLY TO FOLLOWUP FOR ASSET DATA

1. The LIM will submit DI Code DLB Replies to Logistics Transfer/Decapitalization Followups, prepared in the appendix C21 format, to the GIM in response to DI Code DLA followups.

2. The DI Code DLB replies will contain the appropriate asset transfer status codes, from appendix B11, to advise the GIM of the action being taken.

J. FOLLOWUP FOR DUE-IN DATA

1. To followup for due-in data, the GIM will transmit a DI Code DLC Logistics Reassignment Delinquent Due-In Followup, prepared in the appendix C22 format.

2. Followup for Dues-In with Expired EDDs. The GIM will initiate a due-in followup when the EDD for delivery of materiel is delinquent by more than 30 calendar days. The delinquent date will be computed from the DI Code DDX/DFX memorandum due-in which the LIM provided on the ETD. The GIM will also initiate a due-in followup when a revised due-in date subsequently becomes delinquent by 30 calendar days.

3. Followup for Dues-In with Blank or Invalid EDDs. The GIM will initiate a due-in followup 30 calendar days after the ETD when the DI Code DDX/DFX memorandum due-in, which the LIM provided on the ETD, contains a blank or invalid EDD (e.g., for materiel pending procurement/contract action by the LIM). The GIM will initiate a second followup 60 calendar days after the ETD for all dues-in with invalid or blank EDDs. The second followup will have code 2 in record position 7. Nonresponse to the second followup will result in off-line intervention by the GIM. All dues-in with invalid or blank EDDs 90 calendar days after the ETD will be included in the reconciliation (see section L). Based on the response, the GIM will determine if additional followup/reconciliation action is required.

K. REPLY TO FOLLOWUP FOR DUE-IN DATA

1. The LIM will reply to DI Code DLC followups using DI Code DLD Logistics Reassignment Delinquent Due-In Responses, prepared in the appendix C23 format. The DI Code DLD response will contain the appropriate asset transfer status code from appendix B11.

2. To preclude the need for followup transactions by the GIM, the LIM will provide revised due-in dates as changes occur using DI Code DLD transactions with Asset Transfer Status Code AF.

L. SERVICE/AGENCY DUE-IN RECONCILIATION

1. The reconciliation process is used to verify that the GIM is in receipt of all procurement/contract award data for assets due-in and the most current EDDs available. This process will also insure that all items still pending procurement/contract award on ETD are still valid.

2. The GIM will initiate reconciliation of dues-in for logistically reassigned materiel 90 calendar days after the ETD and semiannually thereafter for all materiel which has not been received.

3. To initiate the reconciliation, the GIM will submit DI Code DLE Logistics Reassignment Due-In Reconciliation Requests for all items with materiel still due-in to the LIM, regardless of the presence of a current EDD for delivery of the materiel. The DI Code DLE requests may be submitted by magnetic tape in lieu of transceived via DAASC when agreed to by the GIM and the LIM.

4. The LIM will ensure that due-in information for all items still pending procurement/contract action, pending delivery, or in litigation is readily available to respond to the reconciliation request. The LIM will prepare replies to due-in reconciliation requests using DI Code DLF Logistics Reassignment Due-In Reconciliation Responses containing the appropriate asset transfer status code (appendix B11).

CHAPTER 15

WAR MATERIEL REQUIREMENTS AND SIMULATED MOBILIZATION EXERCISES

A. GENERAL

This chapter prescribes procedures and responsibilities for:

1. Submission of WMR from the Military Departments and Defense Agencies, hereafter referred to as the DoD Components, to the IMMs of the Military Departments, DLA, and GSA.

2. Edit and validation of WMR data by IMMs and rejection of incomplete or invalid input.

3. Providing output from the LIM to the GIM upon logistical reassignment of an item.

4. Providing guidelines which affect simulated mobilization exercises.

B. WAR MATERIEL REQUIREMENTS

1. DoD policy for management and development of WMR is contained in *DoD Directive 3110.6 (reference (aa))*.

2. DoD Components will transmit WMR data to reach IMMs by 15 Feb each year and will submit corrections and/or changes as required. Do not submit zero quantity requirements. Prepare the transactions in the appendix C26 format citing the appropriate DI code in the DM series. Use multiple transactions, when required, to accommodate submission of the number of months data specified in the Defense Guidance issued each year. Transmit the data by AUTODIN using data pattern message or by mail, as a total package, using tape. When tapes are mailed, affix an exterior label which cites the following tape specifications:

    a. Identification - "War Materiel Requirements Data."

    b. Tape density.

    c. Reel number.

    d. Data set name, or "unlabeled."

    e. Track.

    f. Record and block size.

    g. Record count.

    3. IMM will control each DoD Component's input WMR data transactions by NSN. Edit the DI Code DM series transactions *(text deleted)* and validate the edited transactions for adequacy and accuracy of data. Consider validated requirements in both the annual computation of the OWRMR and OWRMRP, and in any recomputation of these requirements upon receipt of corrected or revised DM series input. *(Text deleted.)* When any transaction(s) for an NSN contains invalid, inadequate, or inaccurate data, or when transactions are missing, reject the entire submission for the NSN to the submitting DoD Component. Include all rejections on a listing reflecting the 80-80 image of the input DM series transaction and a code identifying the reason for rejection. Mail the listing together with a letter explaining the rejection code and action required by the submitter.

    4. When items are logistically reassigned, the LIM will furnish the GIM a listing of WMR data with supporting DI Code DM series transactions as prescribed in chapter 11, section D.6 of this manual.

C. SIMULATED MOBILIZATION EXERCISES

    1. When establishing plans which require simulated mobilization exercises, DI codes in the E series have been assigned for MILSTRAP type transactions. These transactions will not be processed in the supply distribution system(s) as action documents which affect accountable/unit records. Service/Agency activities, responsible for initiating these exercises, must use extreme caution to ensure procedures are explicit and complete coordination with all participants is accomplished.

    2. MILSTRIP (reference (h)), Appendix B13, Project Codes, prescribes codes in the 3E series which are reserved for use in simulated mobilization exercises.

APPENDIX B8

CORRECTION/CHANGE CODES FOR STORAGE ITEM RECORDS

NUMBER OF CHARACTERS:	One
TYPE OF CODE:	Alpha/Numeric
EXPLANATION:	Indicates in the Storage Item Data Correction/Change transaction the nature of the change, actions to be taken and affected data fields.
RECORD POSITION:	7

CODE	TITLE	DEFINITION
1	Consolidation of National Stock Numbers (NSN)	Indicates the item represented by the NSN in record positions 8-24 is to be consolidated with the item represented by the NSN in record positions 27-43. Both items will be issued under the NSN in record positions 27-43.
2	Change of National Stock Number (NSN)	Indicates the NSN for the item record positions 8-24 has been changed to the NSN for the item in record positions 27-43.
3	Change of Shelf-Life Code	Indicates the shelf-life code has been changed for the item represented by the NSN in record positions 8-24. The new shelf-life code is shown in record position 51.
4	Change of *Controlled Inventory Item* Code	Indicates the *Controlled Inventory Item* code has been changed for the item represented by the NSN in record positions 8-24. The new *Controlled Inventory Item* code is shown in record position 52.
5	Change of Unit of Issue	Indicates the unit of issue has been changed for the item represented by the NSN in record positions 8-24. Unit of issue will be changed in accordance with the conversion factor reflected in record positions 46-50.

CODE	TITLE	DEFINITION
6	Multiple Changes	Indicated multiple changes for the item represented by the NSN in record positions 27-43.
7	Change of Demilitarization (DEMIL) Code	Indicates the DEMIL code has been changed for NSN in record positions 8-24. New DEMIL code is shown in record position 53.
8	National Stock Number Deleted without Replacement	Indicates NSN in record positions 8-24 has been deleted and not replaced.
9	National Stock Number Change with Logistics Transfer (Loss)	Indicates NSN in record positions 8-24 has been changed to NSN in record positions 27-43 with logistics transfer (loss). The GIM is indicated in record positions 56-58.
0		Deleted.
A-H	Not Assigned	Reserved for intra-Service/Agency assignment and use.
I	Not Assigned	Not to be assigned.
J-N	Not Assigned	Reserved for future DoD assignment.
O	Not Assigned	Not to be assigned.
P-X	Not Assigned	Reserved for future DoD assignment.
Y	Manager	Indicates that the correct manager is in record positions 56-58.
Z	New or Reinstated National Stock Number	Indicates NSN in record positions 8-24 is new or reinstated item.

APPENDIX B9

REJECT ADVICE CODES

NUMBER OF CHARACTERS:	Two
TYPE OF CODE:	Alphabetic
EXPLANATION:	Identifies to the originator of a transaction, the reason for rejection, and indicates return of the transaction for correction and resubmission.[1]
RECORD POSITIONS:	79-80

CODE	DEFINITION
AA	Rejected. Document identifier code invalid.
AB	Rejected. Submitted to incorrect manager; routing identifier code of correct manager indicated in record positions 54-56, if known.
AC	Rejected. Type of physical inventory code invalid or blank.
AD	Rejected. Stock or part number unidentifiable.
AE	Rejected. Quantity field invalid.
AF	Rejected. Document number invalid.
AG	Rejected. Ship-to address unidentifiable.
AH	Rejected. Required signal code invalid or blank.
AJ	Rejected. Required fund code invalid or blank.
AK	Rejected. Ownership/purpose code invalid or blank.
AM	Rejected. Supply condition code invalid or blank.
AP	Rejected. Required management code invalid or blank.
AQ	Rejected. Processing/count date invalid or blank.
AR	Rejected. Unit of issue incorrect.

---

[1]Codes in the A_ and B_ series not listed above are reserved for future use and are not to be used unless authorized and disseminated by the DoD MILSTRAP System Administrator.
Codes in the C through Z series are reserved for intra-Service/Agency use

CODE	DEFINITION
AS	Rejected. Support date invalid.
AT	Rejected. Asset support request code invalid or blank.
AU	Rejected. Asset support request is for an item not centrally managed and stocked (Acquisition Advice Codes F, L, P, or W).
AV	Rejected. Activity identified in record positions 30-35 (DoDAAC) and/or 27-29 (RI code (From)) is not authorized to submit LASE transactions.
AW	Rejected. Logistic Reassignment Transaction (DEE, DEF, DDX) received more than 1 year after the ETD. (The D4X will be rejected if no memorandum due-in is on record at the GIM to indicate it is a valid procurement receipt.)
AX	Rejected. GSA is SOS for requested LASE or SPR. GSA does not participate in MILSTRAP LASE and SPR procedures. If required, submit funded DoD MILSTRIP requisition citing applicable required delivery date.

APPENDIX B10

ASSET STATUS/TRANSACTION REPORTING CODES

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alpha/Numeric

EXPLANATION: Identifies in the Asset Status/Transaction Reporting Request the type of reporting required and indicates whether a request is for commencement, change, or termination of reporting. Each new code will update the reporting requirement. Identifies in asset status reports the type of reporting being furnished.

RECORD POSITION: 7

CODE	EXPLANATION
A	Commence transaction reporting on the date indicated in record positions 23-26 as transactions are processed. Commencement of transaction reporting will be preceded by submission of an asset status report (DI Code DZF) containing the ending balances for the previous day.
B	Commence transaction reporting plus daily asset status reporting (DI Code DZF) on the date indicated in record positions 23-26.
C	Commence daily asset status reporting (DI Code DZF) on the date indicated in record positions 23-26.
D	Commence monthly asset status reporting (DI Code DZF) on the date indicated in record positions 23-26.
E	Terminate reporting on the date indicated in record position 23-26.
F	Change type of reporting to transaction reporting (Code A, above) on the date indicated in record positions 23-26.
G	Change type of reporting to transaction reporting plus daily asset status reporting (Code B, above) on the date indicated in record positions 23-26.

CODE	EXPLANATION
H	Change type of reporting to daily asset status reporting (Code C above) on the date indicated in record positions 23-26.
J	Change type of reporting to monthly asset status reporting (Code D, above) on the date indicated in record positions 23-26.
K	Commence transaction reporting as soon as possible. Commencement of transaction reporting will be preceded by submission of an asset status report (DI Code DZF) containing the ending balances for the previous day.
L	Commence transaction reporting plus asset status reporting (DI Code DZF) as soon as possible.
M	Commence daily asset status reporting (DI Code DZF) as soon as possible.
N	*Submit a one-time asset status report (DI Code DZF) for the asset visibility/ redistribution program. Submit the report by the date entered in record positions 23-26.*[1]
O	*Reserved for future assignment by DoD.*
P	*Report assets above the activity's requisitioning objective using MILSTRIP DI Code FTE.*[2]
Q thru Y	Reserved for future assignment by DoD.
Z	One-time asset status report is requested/furnished *on an expedited basis.* The date the report is required is entered in record positions 23-26.
0 thru 9	Reserved for intra-Service/Agency use.

_____

[1]*Restricted for use based on agreement of the components involved.*

[2]*See footnote 1 above.*

APPENDIX C26

WAR MATERIEL REQUIREMENTS DATA

FIELD LEGEND	RECORD POSITION(S)	EXPLANATION AND INSTRUCTIONS
Document Identifier	1-3	Enter appropriate DI code in the DM series.
Routing Identifier (TO)	4-6	Enter RI code of the item manager to which this transaction is being forwarded.
Transaction Serial Number	7	Enter consecutive numeric serial number for each transaction within a DI code for this stock or part number (e.g., 1 for first DMA, 2 for second DMA, 1 for first DMB, etc.).[1]
Stock or Part Number	8-20	Enter stock or part number of item required.
Unit of Issue	21-22	Enter UI of item.
Quantities	23-70	*[Text deleted.]*
First Month	(23-30)	a. For DI Codes DMA, DMB, and DMC,
Second Month	(31-38)	respectively, enter the monthly OWRMR quantity
Third Month	(39-46)	for recurring U.S. requirements, nonrecurring
Fourth Month	(47-54)	U.S. requirements, and nonrecurring Allies
Fifth Month	(55-62)	requirements.
Sixth Month	(63-70)	
		b. For DI Code DMD, enter the forecasted monthly reparable return quantity.
		c. For DI Code DME, enter the PWRMR in record positions 23-30 and the PWRMRP in record positions 31-38; leave record positions 39-70 blank.[1]
Blank	71	Leave Blank
Total Number of Transactions	72-73	Enter the total number of WMR transactions submitted for all DI codes for this stock or part number.

---

[1]Use additional transactions as required, entering the consecutive transaction serial number within each DI code, to accommodate submission of the number of months data specified by the Defense Guidance issued each year.

FIELD LEGEND	RECORD POSITION(S)	EXPLANATION AND INSTRUCTIONS
Routing Identifier (FROM)	74-76	Enter RI code of the activity from which this transaction is being submitted.
Date	77-80	Enter the date (last digit of the calendar year and ordinal day of the calendar year) on which this transaction is prepared.

APPENDIX C27

SMALL ARMS MULTI-FIELD CORRECTIONS

FIELD LEGEND	RECORD POSITION(S)	EXPLANATION AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DSA
Routing Identifier (TO)	4-6	Enter the appropriate RI code as follows:

Component   RI Code

Army   *AGT*
Navy   P64
Air Force   FLZ
DLA   S9D

FIELD LEGEND	RECORD POSITION(S)	EXPLANATION AND INSTRUCTIONS
Transaction	7	Enter Transaction Code K.
Stock or Part Number	8-22	Enter stock or part number, MCN, or LCN on Component Registry.
Blank	23	Leave blank.
DoD Activity Address (Reporting Activity)	24-29	Enter DoDAAC of reporting activity. For U.S. Army only, use UIC if DoDAAC not assigned.
Blank	30	Leave blank.
Serial Number	31-41	Enter serial number on master file.
Corrected Stock Number	42-56	Enter new or corrected stock or part or Part number, MCN, or LCN, if applicable; otherwise, leave blank.
Blank	57	Leave blank.
Corrected DoD Activity Address (Accountable Activity)	58-63	Enter new or corrected DoDAAC/UIC of unit/ activity or property book officer owning/ possessing weapon, if applicable; otherwise, leave blank.
Blank	64	Leave blank.
Corrected Serial Number	65-75	Enter new or corrected serial number, if applicable; otherwise, leave blank.
Dual Use	76-80	

FIELD LEGEND	RECORD POSITION(S)	EXPLANATION AND INSTRUCTIONS
Reject Error	(76-77)	For rejects, enter reject code from appendix B14.
Transaction Date	(78-80)	Rejected transactions will contain the last three digits of the ordinal date on the rejected document.
or		
Transaction Date	(76-80)	Enter last two-digits of the calendar year in record positions 76-77 and ordinal day of the calendar year in record positions 78-80 when entering the transaction on the Component Registry.

APPENDIX C28

SMALL ARMS MASS STOCK NUMBER CHANGE

FIELD LEGEND	RECORD POSITION(S)	EXPLANATION AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DSB
Routing Identifier (TO)	4-6	Enter the appropriate RI code as follows:

Component RI Code

Army	*AGT*
Navy	P64
Air Force	FLZ
DLA	S9D

FIELD LEGEND	RECORD POSITION(S)	EXPLANATION AND INSTRUCTIONS
Transaction	7	Enter Transaction Code H.
Stock or Part Number (Recorded)	8-22	Enter stock or part number, MCN, or LCN on Component Registry.
Stock or Part Number (New)	23-37	Enter new stock or part number, MCN, or LCN.
Date (Effective)	38-42	Enter last two-digits of the calendar year in record positions 38-39 and three-digit ordinal day for the calendar year in record positions 40-42 on which the change is effective.
Blank	43-50	Leave blank.
DoD Activity Address (Reporting Activity)	51-56	Enter DoDAAC of activity reporting mass stock number change.
DoD Activity Address (Accountable Activity)	57-62	Enter DoDAAC/UIC of unit/activity or property book officer owning/possessing weapon.
Multi-Use	63-80	For intra-Service/Agency use, enter data prescribed by the Service or Agency. For inter-Service/Agency use, leave blank.

APPENDIX C32

WEAPON SERIAL NUMBER CONTROL

FIELD LEGEND	RECORD POSITIONS(S)	EXPLANATION AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DSM.
Routing Identifier (TO)	4-6	Enter the appropriate RI code as follows:

Component RI Code

Army	*AGT*
Navy	P64
Air Force	FLZ
DLA	S9D

FIELD LEGEND	RECORD POSITIONS(S)	EXPLANATION AND INSTRUCTIONS
Transaction	7	Enter transaction code from appendix B13.
Stock Number	8-22	Enter NSN, MCN, or LCN.
Multi-Use	23-29	For intra-Service/Agency use, enter data prescribed by the Service/Agency. For inter-Service/Agency use, leave blank.
Document Number	30-43	Enter (or perpetuate) appropriate document number.
Suffix	44	Enter (or perpetuate) suffix code, if applicable; otherwise, leave blank.
DoD Activity Address (Shipped To/ Received From)	45-50	Use for shipment transaction codes F, N, S, and Z and receipt transaction code R.
DoD Activity Address (Reporting Activity)	51-56	Enter Reporting Activity/Manufacturer DoDAAC. For U.S. Army only, use UIC if DoDAAC not assigned.
Serial Number	57-67	Enter serial number. Right justify and fill unused positions with zeros. If the serial number begins with a zero, also enter a 12-zone punch in the zero position which starts the serial number.
Blank	68	Leave blank.

FIELD LEGEND	RECORD POSITIONS(S)	EXPLANATION AND INSTRUCTIONS
DoD Activity Address (Accountable Activity)	69-74	Enter DoDAAC/UIC of unit/activity or property book officer owning/possessing weapon.
Blank	75	Leave blank.
Date	76-80	Enter last two digits of calendar year in record positions 76-77 and ordinal day of the calendar year in record positions 78-80. For replies to followup for shipment data enter date shipped. For replies to followup for receipt data enter date received. When answering a DI Code DSD followup for weapon(s) shipped but not received, leave blank.

APPENDIX C55

LOGISTICAL REASSIGNMENT STORAGE INFORMATION REPLY

FIELD LEGEND	RECORD POSITION(S)	EXPLANATION AND INSTRUCTIONS
Document Identifier	1-3	Enter DI Code DZD.
Routing Identifier (TO)	4-6	Enter RI code from record positions 67-69 of DI Code DZC to which reply is being made of LIM RI code.
Followup Indicator	7	LIM storage activity not in receipt of a DI Code DZC, enter A (denoting followup) to provide available asset information to the LIM. Otherwise, leave blank.
Stock or Part Number	8-22	Perpetuate from DI Code DZC.
Unit of Issue	23-24	Perpetuate from DI Code DZC.
Quantity (Transfer)	25-29	Enter quantity which was available for transfer subject to the retention quantity contained in record positions 76-80 of DI Code DZC.[1][2]
Document Number	30-43	Perpetuate from DI Code DZC.
Suffix	44	Enter consecutive alpha codes A through Z when assignment of suffix codes are necessary.[3]
Routing Identifier (Gaining)	45-47	Perpetuate from DI Code DZC.
Multi-use	*48-56*	*Enter data prescribed by the Service/Agency.*
Project	57-59	Perpetuate from DI Code DZC.
Blank	60	Leave blank.
Effective Transfer Date	61-64	Perpetuate from DI Code DZC.
Blank	65-66	Leave blank.

---

[1]See Appendix C - Formats Introduction, paragraph 3a.

[2]See Appendix C - Formats Introduction, paragraph 3b.

[3]See Appendix C - Formats Introduction, paragraph 3c.

FIELD LEGEND	RECORD POSITION(S)	EXPLANATION AND INSTRUCTIONS
Routing Identifier	67-69	Enter RI code of storage activity from which reply is being made.
Ownership/Purpose	70	Perpetuate from DI Code DZC.
Supply Condition	71	Perpetuate from DI Code DZC.
Management	72	Perpetuate from DI Code DZC.
Multi-Use	73-75	Enter data prescribed by the Service/Agency.
Quantity (Retention)	76-80	Enter the quantity being retained by the LIM.